

# Application: Bridge Preparatory Charter School

Timothy Castanza - [REDACTED]  
Annual Reports

## Application Notes

### Summary

**ID:** 0000000085  
**Status:** Liaison Review  
**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Oct 1 2020

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

BRIDGE PREPARATORY CHARTER SCHOOL 353100861144

**a1. Popular School Name**

Bridge Prep

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

CSD #31 - STATEN ISLAND

**d. DATE OF INITIAL CHARTER**

6/2018

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2019

**f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

MISSION STATEMENT

The mission of Bridge Preparatory Charter School (BPCS) is to provide all students, especially those struggling with literacy acquisition, with an innovative, student-centered learning environment that challenges them with academic rigor, builds their resiliency and fosters their academic progress and social and emotional growth. Our goal is to graduate students who are confident and creative learners prepared for secondary school and beyond.

**g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)**

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1

Multisensory, Cross-Curricular Instructional Design: The research is clear that explicit and structured language instruction is valuable for all students<sup>5</sup>, especially students with language-based learning disabilities (LBLDs) such as dyslexia and for ELLs. A foundational component of our curricular design is the use of the highly structured Orton-Gillingham approach (OG) to teaching literacy. OG is widely known as a multisensory approach proven to work with all students, especially those who struggle to read and write. Our curriculum will allow students to use their learning strengths and deliberately utilize sensory modalities including sight, sound, movement and touch to connect language to words; moreover, multisensory instruction based on the OG approach will be interwoven across all subjects. Multisensory education provides students with more ways to connect to what they are learning. Dr. Sally Shaywitz notes that in the classroom, no matter the subject, "reading is king." As writing competency is closely aligned with reading, we will also utilize the results-proven,

research-based writing program, The Writing Revolution (TWR), developed by Dr. Judith Hochman. The program teaches students to transform their thoughts into effective, high-quality writing using clear, linguistically complex sentences and paragraphs.

KDE 2

A Balanced Approach to Interdisciplinary Literacy: Our approach to literacy using enhanced and individualized instruction through OG and TWR, will be aligned to the NGLS and grounded in the Core Knowledge (CK) Sequence for ELA, science, social studies as well as Singapore Math. The consistent reinforcement of these skills by teachers in all subject areas will assure that students learn to think and write with greater precision and confidence, no matter the content. This level of programming will be embedded into the daily curriculum, across all content and disciplines. Our curriculum will capture elements of curricula and approaches used in highly successful schools with similar student populations, including: GRASP Academy, Provident Charter School, P.S. 53, The Windward School, The Community School, P.S. 101 and Democracy Prep- Pathways.

During the school day, students will be engaged in thematic Creative Learning Extensions (CLEs) which are meaningful extensions of the regular curriculum designed to promote students' imaginative and inspirational growth. Some CLEs include themed activities and projects in visual, performing, and graphic arts, STEM, athletics, dance and structured play.

KDE 3

A Student-Centered School Structure: A key component of our work is to develop students as self-advocates by supporting them in identifying the lifelong strategies needed to maximize their strengths and achieve success. Through a combination of our multisensory instructional approach, which allows students to use their individual strengths to make connections to instruction, and our supportive school culture we will build confidence, grow self-esteem and inspire

our students. Our collaborative Triad teaching model allows for rigorous and continual assessments, benchmarking, ability-based grouping and low student to teacher ratios all designed to meet the needs at all student levels. Our planned use of teacher looping, is aimed to minimize student anxiety as they transition between grades and provide much -needed consistency for students, family and staff

Our purposely-planned student schedule, which provides the equivalent of 843.5 extra hours and 50,580 extra minutes per year compared to the New York state average, provides students with sufficient time to engage in meaningful learning extensions and rigorous content, via a cadre of programming that supports the development of the whole child such as: a dedicated class period for Social Emotional Learning (SEL), using the Morningside Center's 4Rs program; set aside time for academic skills enrichment; Executive Functioning and organizational sequencing; and a SPARK fitness program.

KDE 4

A Supportive Network for Families: Families are a student's first teachers and strongest advocates. In order to make decisions for, and with their student, they must be well informed and involved. At BPCS, we believe a key factor in maintaining a culture of achievement is based on a true partnership and trusting relationship with our families, which will result in increased achievement for our students. We aim to incorporate the school-home connection intentionally in our structure and strategically dedicate a seat on the Board of Trustees (BOT) for a BPCS parent who will provide families with active voice in the decision-making body of the school.

KDE 5

Extensive, Supportive Staff Development: Teachers and staff are critical to achieving a culture of achievement at BPCS. Our Center for Staff Development is designed to provide staff with an extensive and balanced approach to professional development and an OG practicum, structured to increase their knowledge and skills in teaching

literacy acquisition, leading to a preliminary certification credential in OG. The following staff support structures, will result in a highly qualified staff prepared to work with all student levels, and further our mission and ability to meet our goals:

- Pre-service and in-service staff development;
- Access to participation in content and practice-based Institutes and seminars;
- Daily supports and observations;
- Dedicated collaborative planning time;
- Access to on-site staff developers and mentors;

and

- Hands-on practical experiences.

KDE 6

Connections to the Larger Community: We have been in contact with several community and citywide organizations to develop partnerships which will supplement our school design and will further our mission. Additionally, we will partner with several colleges and universities to develop a student-teacher pipeline program. We are especially excited about the ability to partner with CCNY and other CUNY institutions, who through their Dyslexia (Plus) Taskforce, have

been working with various stakeholders (including BPCS’s founder and proposed ED) to support students with LBLDs in public schools. Using successes highlighted in A Smarter Charter, and our already- developed relationships within the district and charter school communities, we will form individual school-to-school partnerships for the sharing of best practices and professional development with schools in CSD 31 and across NYC. Specifically, we intend to join the NYCDOE’s District-Charter Collaborative and the NYC Special Education Collaborative.

KDE 7

(No response)

KDE 8

(No response)

KDE 9

(No response)

KDE 10

(No response)

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**Need additional space for variables**

No

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**h. SCHOOL WEB ADDRESS (URL)**

[www.bridgeprepcharter.org](http://www.bridgeprepcharter.org)

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**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

86

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**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

83

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**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served	1, 2
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**I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

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## **FACILITIES INFORMATION**

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**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

No, just one site.

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**School Site 1 (Primary)**

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**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	715 Ocean Terrace, Building E, Staten Island, NY 10301	718-274-3437	NYC CSD 31	1-3	No

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Timothy Castanza	[REDACTED]	[REDACTED]	<a href="mailto:tim@bridgeprepcharter.org">tim@bridgeprepcharter.org</a>
Operational Leader	Fahron Ebanks	[REDACTED]	[REDACTED]	<a href="mailto:Fahron@bridgeprepcharter.org">Fahron@bridgeprepcharter.org</a>
Compliance Contact	Fahron Ebanks	[REDACTED]	[REDACTED]	<a href="mailto:Fahron@bridgeprepcharter.org">Fahron@bridgeprepcharter.org</a>
Complaint Contact	Timothy Castanza	[REDACTED]	[REDACTED]	<a href="mailto:tim@bridgeprepcharter.org">tim@bridgeprepcharter.org</a>
DASA Coordinator	Arlin Guerrero	[REDACTED]		<a href="mailto:arlin@bridgeprepcharter.org">arlin@bridgeprepcharter.org</a>
Phone Contact for After Hours Emergencies	Timothy Castanza	[REDACTED]	[REDACTED]	<a href="mailto:tim@bridgeprepcharter.org">tim@bridgeprepcharter.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Co-located Space

**m1c. Please list the terms of your current co-location.**

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	2021-2022 school year	Yes	2020	No		No

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.**

**Site 1 Certificate of Occupancy (COO)**

**Site 1 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

**n1. Were there any revisions to the school’s charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

Yes

**n2. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in admissions/enrollment policy	Clarification of admissions preference language and changes to year by year enrollment chart.	12/04/2019	12/30/2019
2	Change in Bylaws	update bylaws to include non-board members on committees	01/08/2020	N/A
3				
4				
5				

**More revisions to add?**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

**ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

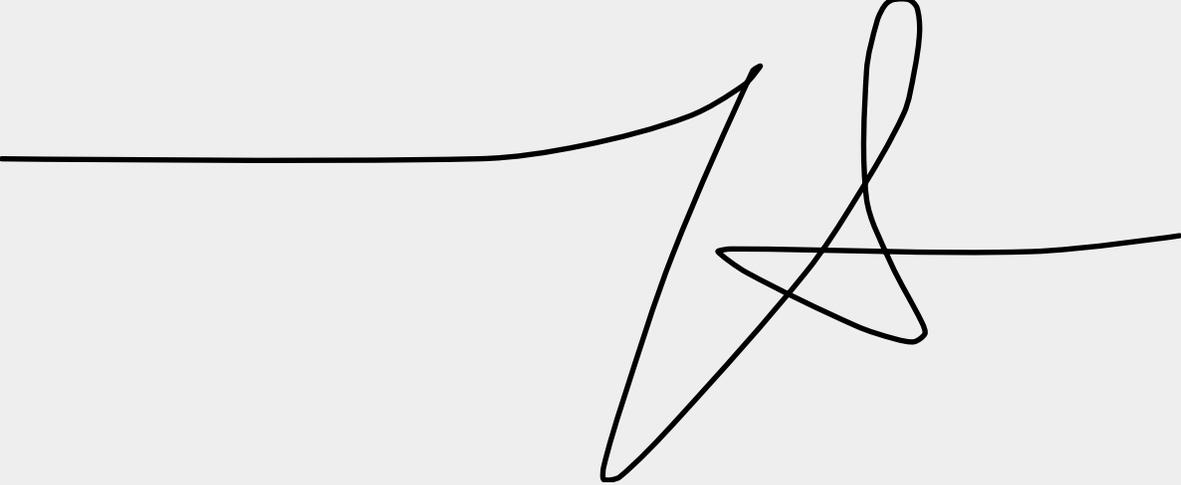
Name	Timothy Castanza
Position	Executive Director
Phone/Extension	
Email	<a href="mailto:tim@bridgeprepcharter.org">tim@bridgeprepcharter.org</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A stylized, cursive handwritten signature in black ink on a light gray background. The signature starts with a long horizontal line on the left, followed by a sharp upward curve, a large loop, and ends with a horizontal line on the right.

**Signature, President of the Board of Trustees**

A cursive handwritten signature in black ink on a light gray background. The signature is written in a fluid, connected style, appearing to read "Rose Turner".

**Date**

Jul 31 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Oct 1 2020 Hidden from applicant

[Instructions](#)

**SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## Entry 2 NYS School Report Card Link

**BRIDGE PREPARATORY CHARTER SCHOOL 353100861144**

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### NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

URL is not available

## Entry 3 Progress Toward Goals

**Completed** Oct 1 2020

### Instructions

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".

## Entry 3 Progress Toward Goals

## PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as "N/A".**

#### 2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	75% of all students will increase their score on MAP Growth Reading and math assessments, from one trimester to the next.	NWEA MAP Assessments in Reading and Math	Unable to Assess	N/A

Academic Goal 2	Each year, 75% of students in non-NYS testing grades, who have been enrolled at BPCS for at least two years, will be proficient on their final MAP Primary Grade (MPG) Reading and math assessment	NWEA MAP Assessments in Reading and Math	Unable to Assess	N/A
Academic Goal 3	Each year, 75% of students, who have been enrolled at BPCS for at least two years, will be proficient on their final MAP Reading and math assessment	NWEA MAP Assessments in Reading and Math	Unable to Assess	N/A
Academic Goal 4	Each Year, 85% of students, in each grade, will perform at proficiency on their Summative Science Investigation Portfolio, according to a differentiated, school-created rubric, aligned to NYS Next Generation Science Standards	Student work submission; School based rubric	Unable to Assess	N/A
Academic Goal 5	Each Year, 85% of students, in each grade, will perform at proficiency on their Summative Social Studies Portfolio, according	Student work submission; School	Unable to Assess	N/A

	to a differentiated, school-created rubric, aligned to NYS Social Studies Framework	Based Rubric		
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

**2. Do have more academic goals to add?**

No

**3. Do have more academic goals to add?**

No

**4. ORGANIZATION GOALS**

**For the 2019-2020 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

**2019-2020 Progress Toward Attainment of Organization Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take
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				to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	BPCS will demonstrate continued and expanded partnerships with organizations in the community for the enrichment of our students	Number of partners established	Met	
Org Goal 2	The BOT will perform an annual self-evaluation, as well as annual reviews of overall school structures, policies, by-laws and the ED to determine efficiency and areas for growth.	BoardonTrack; BOT evaluation of ED	Met	
Org Goal 3	BPCS will have an established, well-functioning organizational structure with clearly delineated roles for staff, administrators, and BOT members, as well as systems and protocols that allow for the successful implementation, evaluation, and improvement of our academic program and	BOT evaluation; School leader evaluations of school systems and procedures	Met	

	operations			
Org Goal 4	BPCS will comply with the provisions of our charter and all applicable laws and regulations	NYSED liaison/NYSED offices	Met	
Org Goal 5	<p>BPCS will join and maintain membership and partnerships within specific professional and mission-aligned groups,</p> <p>4 School-wide culture goals developed via recommendations from The Leader in Me, described further in Section II.G.</p> <p>which will further advance our objectives and provide resources to better support our students, families and staff.</p>	confirmed membership in organizations and groups; family association establishment and effectiveness; events held and attended	Met	
Org Goal 6	Each year, BPCS will meet our prescribed enrollment and retention targets, established by the Board of Regents.	Enrollment figures, demographic data	Partially Met	We exceeded our targets in all subgroups except ELLs, but are expected to meet that target for 2020-2021.
	Each year, BPCS will enroll and	Enrollment data for previous and		

Org Goal 7	maintain cohorts of students equal to our projections.	upcoming school year	Met	
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

**5. Do have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, BPCS will have a balanced budget and meet the requirements of our annual financial audit. BPCS will operate in a fiscally sound manner with realistic budgets pursuant to a long-range financial plan, appropriate internal controls and procedures, and in accordance with state law and generally accepted accounting practices	Submitted budget; NYSED deadline submissions; audit process underway	Met	Note that we are undergoing our first annual audit this summer into Fall.
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

### 7. Do have more financial goals to add?

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
	Financial Goal 6			
	Financial Goal 7			
	Financial Goal 8			
	Financial Goal 9			
	Financial Goal 10			

Thank you.

### Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

#### Instructions

#### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### Entry 7 Disclosure of Financial Interest Form

**Completed** Oct 1 2020

#### Instructions - Multiple Uploads Permitted

#### **Required of ALL Charter Schools by August 3**

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools: [Disclosure of Financial Interest Form](#)**

- **SUNY- Authorized Charter Schools: [Trustee Financial Disclosure Form](#)**

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **LWedinger**

**Filename:** LWedinger.pdf **Size:** 160.9 kB

### **Fin Interest Disclosure\_RKerr**

**Filename:** Fin Interest Disclosure RKerr.pdf **Size:** 1.3 MB

### **AVolpe\_COI**

**Filename:** AVolpe COI.pdf **Size:** 2.1 MB

### **NYSED\_Financial\_Disclosure\_form\_Timoney\_2020**

**Filename:** NYSED Financial Disclosure form Timoney 2020.pdf **Size:** 95.3 kB

### **NYSED Financial Disclosure Form 2020 Maria Casale**

**Filename:** NYSED Financial Disclosure Form 2020 z0GBXh1.pdf **Size:** 146.1 kB

### **NYSED\_Financial\_Disclosure\_Form\_2020\_Santarpia**

**Filename:** NYSED Financial Disclosure Form 2020 Santarpia.pdf **Size:** 118.6 kB

### **NYSED Financial Disclosure Form 2020 (2) MARGOLIS**

**Filename:** NYSED Financial Disclosure Form 2020 7a8DT5W.pdf **Size:** 89.6 kB

### **George Winn COI NYSED**

**Filename:** George Winn COI NYSED.pdf **Size:** 1.4 MB

### **Bridge Prep Financials-VC**

**Filename:** Bridge Prep Financials VC.pdf **Size:** 1.3 MB

### **NYSED Financial Disclosure Form 2020 (2) (1) (Lou Tobacco)**

**Filename:** NYSED Financial Disclosure Form 2020 cNz46xR.pdf **Size:** 105.5 kB

### **WHalle\_financial\_disclosure**

**Filename:** WHalle financial disclosure.pdf **Size:** 893.4 kB

### **NYSED Financial Disclosure Form 2020\_Langella**

## Entry 8 BOT Membership Table

Completed Oct 1 2020

### Instructions

#### Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

### Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

#### BRIDGE PREPARATORY CHARTER SCHOOL 353100861144

#### 1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
1	Rose Kerr- 	Chair	Executive , Academic , Finance	Yes	1	07/01/2018	06/30/2021	12

2	Laurel Wedinger [REDACTED]	Vice Chair	Executive, Governance, Board Development	Yes	1	07/01/2018	06/30/2021	12
3	Laura Timoney-[REDACTED]	Secretary	Governance, Board Development, Executive	Yes	1	07/10/2019	06/30/2022	12
4	George [REDACTED]	Treasurer	Finance, Executive	Yes	1	07/01/2018	06/30/2021	12
5	Maria [REDACTED]	Trustee/Member	Academic, Executive	Yes	1	07/10/2019	06/30/2022	10
6	Amy [REDACTED]	Trustee/Member	Academic	Yes	1	04/03/2019	06/30/2022	8
7	Frank [REDACTED]	Trustee/Member	Finance	Yes	1	06/17/2020	06/17/2023	12
8	Victoria Cerrulo-[REDACTED]	Trustee/Member	Board Development, Finance	Yes	1	07/01/2018	01/27/2020	5 or less

	[REDACTED]							
9	Matthew [REDACTED]	Trustee/Member	Finance	Yes	1	04/03/2019	11/19/2019	5 or less

**1a. Are there more than 9 members of the Board of Trustees?**

Yes

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2019-2020
10	Witt Halle	Trustee/Member	Academic	Yes	1	07/01/2018	10/05/2019	5 or less
11	Louis Tobacco	Trustee/Member	Finance, Board Development	Yes	1	07/01/2018	10/05/2019	5 or less
12	Azalia [Redacted]	Parent Rep	Board Development; Finance; Governance	Yes	1	05/13/2020	06/30/2021	5 or less
13								
14								
15								

**1c. Are there more than 15 members of the Board of Trustees?**

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2020	8
b.Total Number of Members Added During 2019-2020	2
c. Total Number of Members who Departed during 2019-2020	4
d.Total Number of members, as set in Bylaws, Resolution or Minutes	8

## 3. Number of Board meetings held during 2019-2020

13

## 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

Completed Oct 1 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

### [2019\\_07\\_10\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_07\_10\_board\_meeting\_minutes.pdf **Size:** 119.9 kB

### [2019\\_09\\_18\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_09\_18\_board\_meeting\_minutes.pdf **Size:** 119.0 kB

### [2019\\_10\\_23\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_10\_23\_board\_meeting\_minutes.pdf **Size:** 129.4 kB

### [2019\\_11\\_16\\_board\\_meeting\\_minutes](#)

**Filename:** 2019\_11\_16\_board\_meeting\_minutes.pdf **Size:** 118.6 kB

### [2020\\_04\\_13\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_04\_13\_board\_meeting\_minutes.pdf **Size:** 125.7 kB

### [2020\\_03\\_11\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_03\_11\_board\_meeting\_minutes.pdf **Size:** 123.5 kB

### [2019\\_12\\_04\\_board\\_meeting\\_minutes-2](#)

**Filename:** 2019\_12\_04\_board\_meeting\_minutes\_2.pdf **Size:** 125.7 kB

### [2020\\_04\\_15\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_04\_15\_board\_meeting\_minutes.pdf **Size:** 141.8 kB

### [2020\\_05\\_13\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_05\_13\_board\_meeting\_minutes.pdf **Size:** 153.2 kB

### [2020\\_05\\_20\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_05\_20\_board\_meeting\_minutes.pdf **Size:** 138.0 kB

### [2020\\_06\\_17\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_06\_17\_board\_meeting\_minutes.pdf **Size:** 129.1 kB

### [2020\\_01\\_08\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_01\_08\_board\_meeting\_minutes.pdf **Size:** 107.1 kB

### [2020\\_02\\_12\\_board\\_meeting\\_minutes](#)

**Filename:** 2020\_02\_12\_board\_meeting\_minutes.pdf **Size:** 114.7 kB

## **Entry 10 Enrollment & Retention**

**Completed** Oct 1 2020

## Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**BRIDGE PREPARATORY CHARTER SCHOOL 353100861144**

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	In 2019-2020, our first cohort of students come to us from every zip code and diverse neighborhoods across Staten Island, a direct result of our massive first year recruiting strategy. Based on students enrolled in 2019-2020, our overall percentage of population of students classified as Economically Disadvantaged (~62%) is similar to the district average.	Based on new students enrolling for 2020-2021, we anticipate that we will see an increase in ED students. This was based on our various information sessions and recruitment events held in neighborhoods across the borough. We will continue to engage our community partners in ways to be sure that all students and families are aware of our offerings and opportunities.
		Recruitment of ELLs, was a

<p>English Language Learners/Multilingual Learners</p>	<p>We will host targeted informational sessions, and mailings (translated) for non-English speaking students and offer interpretation services in the predominant, non-English languages spoken across the borough, including Spanish and Russian To support our outreach to and recruitment of ELLs, we built on our strong bonds with groups such as the ELL staff at the CSD 31 FSC and local ELL advocates like El Centro, the Staten Island Immigrants Council and Island Voice. Our recruitment materials will highlight the benefits of our instructional design for ELLs and our application will be made available in a variety of languages.</p>	<p>growth and focus area for us as we recruited for the 2020-2021 cohort. Beginning in September, we began making connections with various organizations in the community that would bring us directly to ELL families and students in the community, including speaking with current principals about ELL students who may be a good fit for Bridge Prep. Our Social Worker, who is a bi-lingual Spanish speaker, led information sessions in Spanish for low-income immigrant communities this year, which resulted in increased applications from those communities. As a result, we anticipate an increase in the number of ELL students for the 2020-2021 school year. We will continue to evaluate ways to increase ELL enrollment.</p>
<p>Students with Disabilities</p>	<p>In 2019-2020, our first cohort of students come to us from every zip code and diverse neighborhoods across Staten Island, a direct result of our massive first year recruiting strategy. Based on students enrolled in 2019-2020, our overall percentage of SWDs (69%) is nearly triple the district average. There is high demand for our school from the SWD community, given our target focus.</p>	<p>Based on new students enrolling for 2020-2021, we anticipate that we will see an increase in SWDs. This was based on the relationships built over the course of the year, as well as the success that many of our SWDs are experiencing., Additionally, our recruitment process this year was very targeted, assuring that all families in the community were aware of our mission, vision and academic programming.</p>

**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
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Economically Disadvantaged

In alignment with our mission and commitment to families and students in economic need, which assures that students have tools necessary to achieve academic success, we worked to reduce any financial strains on families. In addition to our extended school day, which provides families with the supports related to an earlier start time and later end time, we offered students any needed school supplies or clothes that meet the school dress code, as well covered costs associated with any field trip or school wide activity. Our supportive school culture and caring staff provided all students with the assistance they need to thrive. A school social worker provided students with behavioral intervention and support, in addition to, outreach to families dealing with grief, relocation, trauma, and other familial affairs that impact student learning.

Moreover, the Dean of Specialized Instruction (DSI) has designed systems to collect student data that tracks progress and drives the goal setting process. This data is used by the support staff team in biweekly meetings to pinpoint appropriate services and supports for unique student needs. These academic trends and their instructional implications are reported to the leadership team and are utilized to provide feedback and support to maximize student progress through

Given our school design, mission and vision- we believe that every choice we make, both in and out of the classroom, is intended to support our at-risk subgroups, including students classified as ED.

	<p>modeling instructional best practices and sharing professional development resources to teaching staff. Partnering with external agencies (CSE and related service agencies) to ensure compliant implementation of all individual education plans, as well as establishing positive relationships and partnerships with community based organizations across Staten Island, has resulted in Bridge Prep establishing strong relationships that will continue to foster student progress, opportunity and achievement.</p>	
<p>English Language Learners/Multilingual Learners</p>	<p>Multisensory instruction is particularly effective for ELLs, something seen throughout our visits to successful school models. Our staff's preparedness in Universal Design for Learning (UDL), as well as the use of the NYSESLAT as a data tool to inform instruction, Sheltered Instruction Observation Protocol and other research-based instructional strategies for supporting ELLs, will drive academic achievement. Our school culture via The Leader in Me (TLIM) inclusiveness and our Family Coordinator will plan events and activities that celebrate the traditions of our students. Teachers will connect curriculum to multicultural literature, increasing the likelihood of our ELLs seeing the value and connections of literacy</p>	<p>In terms of ELLs, our overall percentage (2%) was below the district average in 2019-2020, which was a growth and focus area for us as we recruited for the 2020-2021 cohort. A Bridge Prep classroom is rooted in multi-sensory, research-based instructional strategies designed to target the needs of students with disabilities, English language learners, and economically disadvantaged students. Our collaborative teaching model provides small group instruction that targets individual students' needs and provides differentiation and scaffolding to bolster student's skills, with two teachers in the classroom. Implementation of PAX and TLIM,</p>

	<p>in their daily lives. We believe these strategic decisions will provide culturally sensitive and welcoming community that will ensure our ELLs succeed and remain at BPCS.</p>	<p>programming and curricula provide restorative and inclusive school culture systems and norms that engage students in the learning process.</p>
<p>Students with Disabilities</p>	<p>Our Student Support Team provides push-in and pull-out instruction to further provide targeted intervention. Moreover, the Dean of Specialized Instruction (DSI) has designed systems to collect student data that tracks progress and drives the goal setting process. This data is used by the support staff team in biweekly meetings to pinpoint appropriate services and supports for unique student needs. These academic trends and their instructional implications are reported to the leadership team and are utilized to provide feedback and support to maximize student progress through modeling instructional best practices and sharing professional development resources to teaching staff. Partnering with external agencies (CSE and related service agencies) to ensure compliant implementation of all individual education plans, as well as establishing positive relationships and partnerships with community based organizations across Staten Island, has resulted in Bridge Prep establishing strong relationships that will continue to foster student progress, opportunity and achievement.</p>	<p>A Bridge Prep classroom is rooted in multi-sensory, research-based instructional strategies designed to target the needs of students with disabilities, English language learners, and economically disadvantaged students. Our collaborative teaching model provides small group instruction that targets individual students' needs and provides differentiation and scaffolding to bolster student's skills, with two teachers in the classroom. Implementation of PAX and TLIM, programming and curricula provide restorative and inclusive school culture systems and norms that engage students in the learning process.</p>

# Entry 12 Percent of Uncertified Teachers

Completed Oct 1 2020

## Instructions

### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

## Entry 12 Uncertified Teachers

School Name: BRIDGE PREPARATORY CHARTER SCHOOL 353100861144

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## Instructions for Reporting Percent of Uncertified Teachers

### Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

**CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	1
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	3
<b>Total Category A: 5 or 30% whichever is less</b>	<b>4.0</b>

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	0.0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	2
Total Category C: not to exceed 5	2.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	6

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	10

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	16



Thank you.

## Entry 13 Organization Chart

Completed Oct 1 2020

### [Instructions](#)

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

### **[BPCS Org Reporting-19-20](#)**

**Filename:** BPCS Org Reporting 19 20.pdf **Size:** 30.0 kB

## Entry 14 School Calendar

Completed Oct 1 2020

### [Instructions for submitting School Calendar](#)

### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

### **[SY2021 BPCS School Calendar \(rev\)](#)**

**Filename:** SY2021 BPCS School Calendar rev. 09.10.20.pdf **Size:** 113.0 kB

# Entry 15 Links to Critical Documents on School Website

Completed Oct 1 2020

## Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

School Name: **Bridge Preparatory Charter School**

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**Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school’s website for each of the items:**

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://bridgeprepcharter.org/board-of-trustees/">https://bridgeprepcharter.org/board-of-trustees/</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://bridgeprepcharter.org/board-of-trustees/">https://bridgeprepcharter.org/board-of-trustees/</a>
3. Link to NYS School Report Card	<a href="https://bridgeprepcharter.org/reporting-documents/">https://bridgeprepcharter.org/reporting-documents/</a>
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://bridgeprepcharter.org/lottery/">https://bridgeprepcharter.org/lottery/</a>
5. Authorizer-Approved DASA Policy	<a href="https://bridgeprepcharter.org/reporting-documents/">https://bridgeprepcharter.org/reporting-documents/</a>
6. District-wide Safety Plan	<a href="https://bridgeprepcharter.org/reporting-documents/">https://bridgeprepcharter.org/reporting-documents/</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://bridgeprepcharter.org/reporting-documents/">https://bridgeprepcharter.org/reporting-documents/</a>
7. Authorizer-Approved FOIL Policy	<a href="https://bridgeprepcharter.org/reporting-documents/">https://bridgeprepcharter.org/reporting-documents/</a>
8. Subject matter list of FOIL records	<a href="https://bridgeprepcharter.org/reporting-documents/">https://bridgeprepcharter.org/reporting-documents/</a>
9. Link to School Reopening Plan	<a href="https://bridgeprepcharter.org/reopening-plan/">https://bridgeprepcharter.org/reopening-plan/</a>

Thank you.



## **Entry 16 COVID 19 Related Information**

**Completed** Oct 1 2020

### **Instructions**

#### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

School Name: **Bridge Preparatory Charter School**

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	83	83	83

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

															ting Stud ents
Sch ool Cre ate dEL A Sta nda rds Bas ed Stu den t Co mpr ehe nsio n Ass ess me nts	✘	✓	✓	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	83
Sch ool Cre ate dMa th Sta nda rds Bas ed Stu den t Co mpr	✘	✓	✓	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	✘	83



		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
Tota															166.
															0

## Entry 17 Staff Roster - NEW TASK For Regents Schools Only

**Completed** Oct 1 2020

### [INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

Please provide the full name of **ANY and ALL instructional and non-instructional employees** and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

### [Staff Roster as of 8-3-2020](#)

**Filename:** Staff Roster as of 8 3 2020 MgUQTVz.xlsx **Size:** 12.1 kB



*“Connecting Students to Literacy”*

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**CONFLICT OF INTEREST ATTESTATION**

A conflict of interest, or an appearance of a conflict, can arise whenever a transaction, or an action of Bridge Preparatory Charter School conflicts with the personal interests, financial or otherwise, of that of a Board Member, or an immediate family member of a Board Member, or that Board Member’s employer (collectively “your personal interests”).

Please describe below any relationships, transactions, or positions you hold (volunteer or otherwise), or circumstances that you believe could create a conflict of interest, now or in the future, between Bridge Preparatory Charter School and your personal interests, financial or otherwise:

I have no conflict of interests to report.

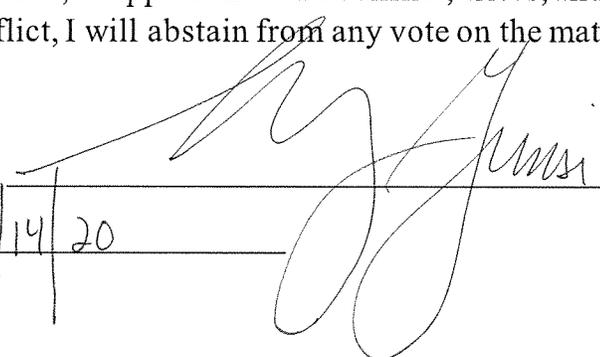
I have the following conflict of interests, or potential conflict of interest, to report:

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I have reviewed Bridge Preparatory Charter School’s conflict of interests policy contained in its By-laws and its Code of Ethics and I understand that it is my obligation to disclose a conflict of interests, or appearance of a conflict, to the Chair of the Board when a conflict, or appearance of a conflict, arises, and that for transactions in which I have a conflict, I will abstain from any vote on the matter involving the conflict.

Signature: 

Date: 7/14/20

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name: Bridge Preparatory Charter School**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Vice President

2. Are you an employee of any school operated by the education corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

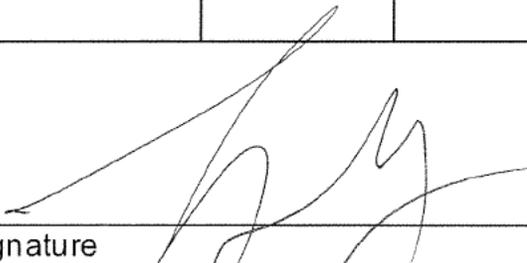
If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None			

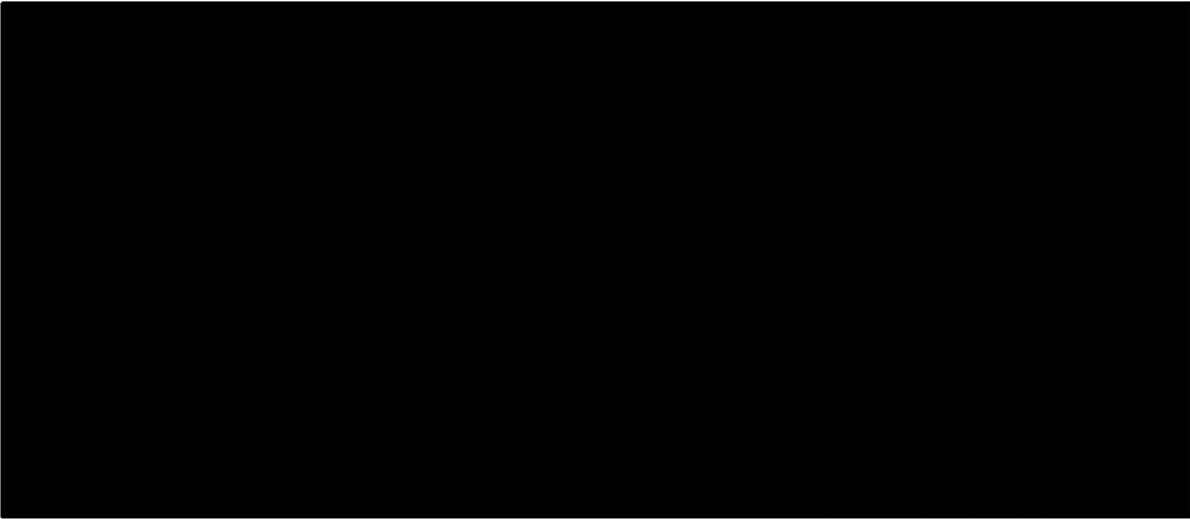
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				

Signature  Date 7/14/20

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** 



*last revised 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

**Rose Kerr**

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bridge Preparatory Charter School**

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Board Chair**

2. Are you an employee of any school operated by the education corporation?  
**No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

3. Are you related, by blood or marriage, to any person employed by the school?  
**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

N/A

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

**No**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

N/A

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

N/A

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

N/A

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

**None**

*Please write "None" if applicable. Do not leave this space blank.*

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

**None**





**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:** Bridge Preparatory Charter School

---

**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?  
     Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

N/A

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

yes, mother of Violetta S. Volpe

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Signature Bria Volpe

Date July 12, 2020

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

Business Telephone: [REDACTED]

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

*last revised 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:** Laura Timoney

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

Bridge Preparatory Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?  
     Yes   X   No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? **NO**

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

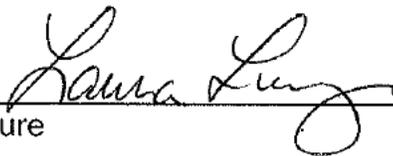
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a

financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

  
 \_\_\_\_\_  
 Signature

7/15/2020  
 \_\_\_\_\_  
 Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

Business Telephone: \_\_\_\_\_

Business Address: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Home Address: \_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name: Bridge Preparatory Charter School**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Educational Committee Member, Executive Board Member

2. Are you an employee of any school operated by the education corporation?  
**Yes X No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

No

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
	None		

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None				



Signature

7/27/2020

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**



**Business Address:** [REDACTED]

**E-mail Address:** [REDACTED]

**Home Telephone:** [REDACTED]

**Home Address:** [REDACTED]

*last revised 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees  
Member**

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**Name: Bridge Preparatory Charter School**

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**Name of Charter School Education Corporation (the Charter School Name,  
if the charter school is the only school operated by the education  
corporation):**

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1. List all positions held on the education corporation Board of Trustees ("Board")  
(e.g. president, treasurer, parent representative).

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you  
hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
**NO**

If **Yes**, please describe the nature of your relationship and how this person  
could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any  
student currently enrolled in the school? **NO**

If **Yes**, please describe the nature of your relationship and how this person  
could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise  
benefit from your participation as a board member of this school? **NO**

If **Yes**, please describe the nature of your relationship and how this person  
could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

\_\_\_ **Yes** \_\_\_ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

<b>Date(s)</b>	<b>Nature of financial interest/transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None**.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
	NONE			

  
 \_\_\_\_\_  
 Signature

July 7, 2020  
 \_\_\_\_\_  
 Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED] \_\_\_\_\_

**Business Address:** [REDACTED] \_\_\_\_\_

**[REDACTED] Address:** [REDACTED]

**Home Telephone:** [REDACTED] \_\_\_\_\_

**Home Address:** [REDACTED]

*last revised 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees  
Member**

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**Name:**

Amy Margolis

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bridge Preparatory Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Member

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation

could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the

school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE				

*Amy Margolis Ph.D.*

Signature

Date 7/28/2020

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:**

\_\_\_\_\_

**Business Address:**

\_\_\_\_\_

**E-mail Address:**

\_\_\_\_\_

**Home Telephone:**

\_\_\_\_\_ none \_\_\_\_\_

**Home Address:**

\_\_\_\_\_

*last revised 06/8/2020*

Name: Bridge Preparatory Charter School

George Winn

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

TREASURER

2. Are you an employee of any school operated by the education corporation?  
     Yes  No

If Yes, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No relations employed by the school.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

No relations attending the school.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No relations who would benefit from my service on the board.

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

- 6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     Yes  No

If Yes, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

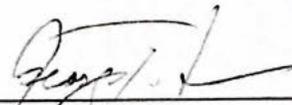
- 7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

Winnipeg 2/14

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "None."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

  
Signature

7.27.2020  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

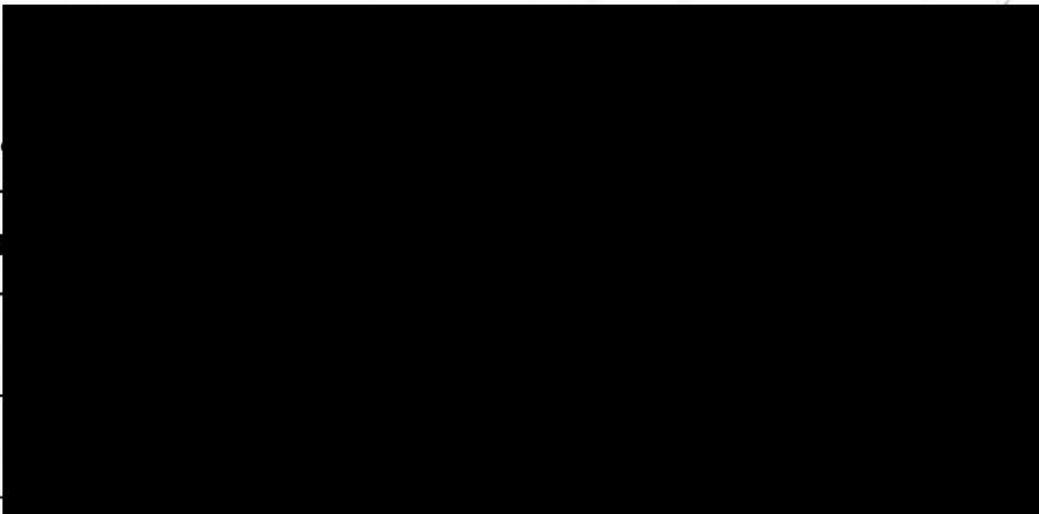
Winn George  
4/14

Busin

E-mail

Home

Home



last revised 06/8/2020

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name:**

**Victoria Cerullo**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bridge Preparatory Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

**Board Member, Executive Committee member.**

2. Are you an employee of any school operated by the education corporation?  
     **Yes**   **X**   **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

**No.**

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

     Yes   X   No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

**None.**

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None.**"

**None.**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None.				

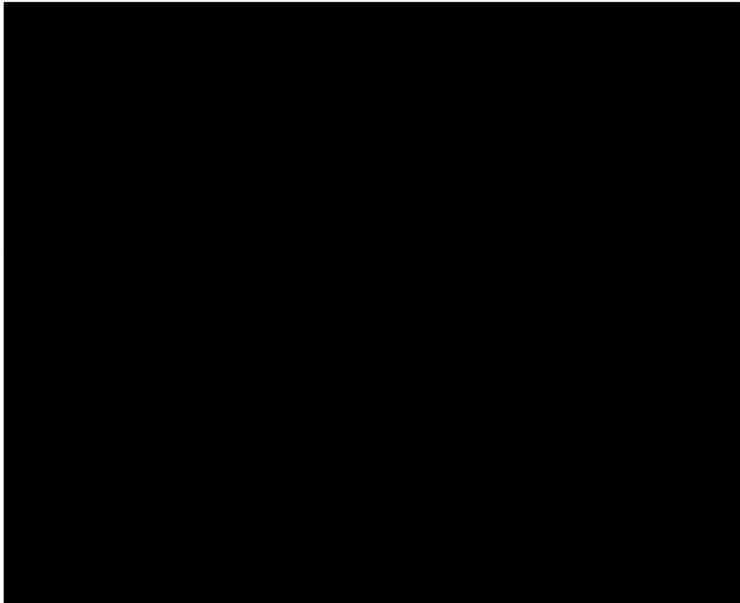
*Nick Corallo*

8/3/20

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*



*last revised 06/8/2020*

<b>Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</b>
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**Name:**

Louis R. Tobacco

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bridge Preparatory Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Former Board Member

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes**  **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

NONE

<b>Date(s)</b>	<b>Nature of financial interest/ transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “**None.**”

NONE

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

Louis R. Solano

7/31/2020

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Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

**Home Telephone:** [REDACTED]

**Home Address:** [REDACTED]

*last revised 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

Name: Witt Halle

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Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Bridge Preparatory Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Trustee

2. Are you an employee of any school operated by the education corporation?  
 Yes  No

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school? NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation,

and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NONE	NONE	NONE	NONE

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write "**None**."

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	NONE	NONE	NONE	NONE

WJA [Signature]  
Signature

9/29/2020  
Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** N/A \_\_\_\_\_

**Business Address:** N/A \_\_\_\_\_

**E-mail Address:** [Redacted] \_\_\_\_\_

**Home Telephone:** [Redacted] \_\_\_\_\_

**Home Address:** [Redacted] \_\_\_\_\_

*last revised 06/8/2020*

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member**

**Name: Matthew Langella**

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**Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):**

**Bridge Preparatory Charter School**

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Member

2. Are you an employee of any school operated by the education corporation?  
 **Yes**  **No**

If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

3. Are you related, by blood or marriage, to any person employed by the school?  
NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

NO

If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

NO

If Yes, please describe the nature of your relationship and how this person could benefit from your participation.

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services (“CMO”), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

Yes  No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
NA			

8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write “None.”

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NA				

*Matthew Langella*

8/4/20

Signature

Date

*Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** [REDACTED]

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**Business Address:** [REDACTED]

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**E-mail Address:** [REDACTED]

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**Home Telephone:**

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**Home Address:**

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*last revised 06/8/2020*

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday July 10, 2019 at 7:00 PM

**Location**

715 Ocean Terrace, Staten Island, NY 10301 Building A, Room A-212

**Trustees Present**

F. Santarpia, G. Winn (remote), L. Gyimesi, L. Timoney, M. Casale, V. Cerullo, W. Halle

**Trustees Absent**

A. Margolis, L. Tobacco, M. Langella, R. Kerr

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Jul 10, 2019 @ 7:12 PM at 715 Ocean Terrace, Staten Island, NY 10301 Building A, Room A-212.

**B. Greetings & Welcome**

Greetings from Vice Chair L. Gyimesi who recognized the the USA's women's soccer team and their win.

**C. Record Attendance and Guests****D. Elections**

We had 3 members whose terms expired. The Vice Chair nominated Laura Timoney, Maria Casale and Amy Margolis for a term of three years.

L. Gyimesi made a motion to Nominate Laura Timoney, Amy Margolis and Maria Casale to three year term as trustees.

W. Halle seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. Approve Minutes**

L. Gyimesi made a motion to approve minutes from the Monthly Board Meeting on 06-12-19 Monthly Board Meeting on 06-12-19.

W. Halle seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Executive Committee**

### **A. Mentor agreement**

G. Winn reported we reached an agreement with the mentor to support and professionally develop our leadership team (ED, DTL, DSI). We have the budget to do this through January 2020 to bring his mentorship to one full year. We will decide in January whether to move forward but we have a proposal that outlines the scope of work and cost.

### **B. Insurance Policies**

We instructed ED to bind the insurance policies with Gallagher and the quotes came in under budget.

### **C. Trademark**

L. Gyimesi reached out to the person who wrote the letter to Bridge Prep regarding the trademarked name. They go by S.M.A.R.T Academy and not Bridge Prep and there was no address or working phone number. There was an email address and Laurel reached out but they have not been responsive. They have BridgePrep trademarked as one word or possibly Bridgeprep Design. There is no attorney letter and they are located in Florida. You cannot trademark either Bridge or Prep as they are too common. The discussion was tabled until we hear from them.

## **III. Academic Committee**

### **A. Curriculum Update**

We have secured all core subjects with HMH. We have the Writing Revolution secured as well. This is a pilot program for younger grades and we are registered for training with includes all materials. Art, Music and Specialty programming is as follows: Sundog Theater will provide the Budding Artists program 1x per week for both grades and came in at budge, a dance program which counts toward half fo the required PE, and a supplementary social studies program. There will be two different music programs - choral music and instruments. The choral music program will tie into public speaking and empowering student voices lead by one of our teachers. This will be done in collaboration with 12th grader students at Petrides who posses talent in music and have IEPs and will be one of our CTLs.

Instrumental music will be teaching rhythm with recorders. PE will be taught 1 day per week. We may share a PE teacher with NYC Charter School for the Arts. Our DTL is certified yoga teacher and will be training teachers in mindfulness and tied into executive functioning. We are encountering some programming issues with shared spaces at Petrides. We will not have access to the gym, auditorium and possibly the dance room. We do have access to the Movement room and playground. There are continuing discussions regarding access to the shared space to be addressed by campus governance. Art will happen in our multipurpose space. The ED and DTL are mapping out the day with academics, specialties, recess and lunch. We have the multipurpose space we can utilize and sensory hallways.

A suggestion was made by W. Hall to look into Reader's Theater for voice, drama and vocals. ED mentioned the social worker and speech pathologist will be involved with that as well.

## **IV. Finance Committee**

**A. Finance Committee Update**

The audit results were shared with the finance committee and BoostEd. The letter provided by Schall & Ashenfarb states the "offer letters of the employee contracts were approved by the board". It should state the board approved the ED and the school approved subsequent hires. With that change, the letter can be signed by the ED and submitted to NYSED.

**V. Board Development & Governance**

**A. Board meeting update**

The 2019-2020 Board meeting calendars were given out with changes made based on school closures and holidays.

**VI. Board Votes**

**A. Student & Family Handbook**

We had a discussion and there were minor changes made. This will always be changing and it's a fluid document. We are compliant with state law that the only immunization exemption is a medical exemption.

L. Timoney made a motion to approve the Student & Family Handbook, which encompasses the Discipline Code and the Safety Plan.

V. Cerullo seconded the motion.

The board **VOTED** unanimously to approve the motion.

**B. Code of Conduct and Student Discipline Policy**

No vote needed as it was approved with the Student & Family Handbook

**C. Safety Plan**

No vote needed as it was approved with the Student & Family Handbook. Because we are on a co-located campus, we are part of the Petrides campus safety committee and help develop the safety plan. We are identifying the egresses and fire exits and will incorporate the DOE's fire drills, emergency drills, etc. and staff will be trained.

**VII. Executive Director's Update**

**A. Financial Reports**

501c3 update - we passed the deadline and the IRS informed us they are back logged and need more time. We don't have a number because it has not be assigned to a person yet. We applied for NYS tax ID. When we put in large orders, our letter applying to the IRS will be sufficient for now. Vendors will not charge us tax, and we need to send our ID once approved by the IRS.

Per Pupil Funding hit our bank account already so we can order large ticket items. We can bill the CSP a second time for reimbursable expenses at the end of July.

**B. Enrollment & School Update**

We are fully enrolled and maintain a waitlist on both grades. We continue to receive applications. We will over offer and have a smaller class size in first grade. We have good diversity numbers 37% white, 33% African American, 25% Hispanic and 5% Asian with about 70% of students having IEPs. We have slightly more males than females.

**C. Staff Hiring**

We are fully hired on all associate teachers, offer went out for our final lead teacher, hired social worker who is bilingual in Spanish and can provide counseling services, and we have

two finalists for DSI role being interviewed. The SLP search is still underway. We do have the Perfect Playground to provide services.

**D. Walton Grant**

The grant was submitted and we are being moved to the final round. There will be a video conference interview July 16th with Walton team for a possible award of \$323K. Only stand-alone charters can be awarded this amount. We are unsure what the possible disbursements might be or if smaller amounts could be awarded.

**VIII. Closing Items**

**A. Adjourn Meeting**

M. Casale made a motion to adjourn the meeting.

W. Halle seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:12 PM.

Respectfully Submitted,  
L. Timoney

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday September 18, 2019 at 7:00 PM

**Location**

715 Ocean Terrace, Staten Island, NY 10301

**Trustees Present**

F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, M. Langella, R. Kerr, V. Cerullo, W. Halle

**Trustees Absent**

A. Margolis, L. Tobacco

**Guests Present**

Raul Sepin, T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Sep 18, 2019 @ 7:05 PM at 715 Ocean Terrace, Staten Island, NY 10301.

**B. Record Attendance and Guests****C. Greetings & Welcome**

Welcome to the school. On September 5th school began, and we could exhale. It took one year of structured work and two years from the application to get to this point and have students walk through the door. There are still ripples, but the school is where it should be at this moment. Rose Kerr is at the school once a week to help with the triad model. There is a real buzz going around about the school. Thanks to the Board, we exist.

Frank Santarpia will be the new Sgt. at Arms as Lou Tobacco will be resigning from the Board because of his new role as CEO & President of Monsignor Farrell H.S.

**D. Approve Minutes**

M. Langella made a motion to approve minutes from the Board Meeting on 07-10-19 Board Meeting on 07-10-19.

W. Halle seconded the motion.

The board **VOTED** unanimously to approve the motion.

**II. Executive Director's Update**

**A. Financial Reports**

If you have any additional questions about the finance reports, please email Tim Castanza. Josh from BoostEd will be coming to the school on 9/26. When the Finance Committee meets, we would like to have as close to the current budget completed by then from the actual standpoint. DOE billing is 9/28 and there will be a larger billing at the end of October. While we have 89 students, we will be billing for 86, and we chose which 86 to bill for.

**B. Enrollment & School Update**

Enrollment is currently 89 students.

School Update - all rooms are named after prominent dyslexics. Parents thank us because their children are smiling when they come home from school. "Remember ideas become things."

**C. Staff Hiring**

We are fully staffed and have a fantastic team. We are a work in progress. We know all the buses and the routes and the majority of students take the bus. Walkers go outside to parents. We have media requests from Fox 5 and Pix 11 to come to the school. Pix 11 will be at the school on 9/26 @ 12 noon. The board viewed a video on the school and saw students who are Bold, Bright & Unique.

**D. Walton Grant**

We are being awarded \$325K. The school submitted items to be funded to Walton including items that were originally on the school budget. Walton is innovative and we look forward to partnering with them.

**E. Ribbon Cutting Ceremony & NYSED Visit**

Regent CEA was here on the first date of school. She was very excited, took pictures and shared them with the entire Board of Regents. She asked NYSED's David Frank to visit the school. They are coming on 10/18 which is the same date Bridge Prep is hosting a campus-wide Dyslexia Awareness event and walk. Details to follow.

Ribbon Cutting - Scheduled for 10/4 from 9:30-11am. We have a full guest list and the event will take place rain or shine. There will also be refreshments and tours of the school.

**III. Executive Committee**

**A. Monthly Dashboard**

This is very important. The dashboard elements will give the board an overview of how the school is doing. At the October Board meeting, we will have the dashboard. The Executive Director will share elements with the board prior.

**B. Trademark**

BridgePrep is a registered trademark. The owners of the trademark would like us to enter into a licensing agreement to use the name. We have nothing in writing yet. We have reached out to our pro-bono attorneys for an IP expert. The owners are watching us, have screen shots and we need to address. Suggestions are BPCS, Bridge Preparatory Charter School or putting the logo between the words Bridge and Prep. All stationery says "Bridge Preparatory".

**C. Teacher Training Institute**

A Teacher Training Institute is in our charter although details have not been determined. We need to create a strategic plan for the institute including what it will look like, the structure, and how it is funded. You can look at the charter to see the description, and we will investigate if we can use grant money. A committee will be formed and the Finance Committee will help determine how we pay for this.

**IV. Board Development & Governance**

**A. Board Recruitment**

We will need to actively be recruiting for additional board members. We will determine the skill sets needed and Board on Track will help us in this area.

**B. Board On Track**

We have a proposal from Board on Track to continue with them for another year. We will be reviewing with them and bring to the October meeting potentially for a board vote.

**V. Finance Committee**

**A. Upcoming Finance Committee Meeting**

We need to incorporate the actuals and the projections. We need to do some housekeeping in terms of financial governance and determine financial level needing board approval. Importantly, we need to address investments, debt and other strategic conversations. The Finance Committee will look at where we are and then we will all have a larger conversation about strategy. How do we keep staff, grow in multiple counties as well as own, control and brand the model. The Finance Committee should know where we are by October and then strategy will be the real driver. BoostEd may be able to help us as they have another school in the Teacher Retirement System.

**VI. Academic Committee**

**A. Academic Committee Update**

We have a school!

**VII. Other Business**

**A. Board Updates**

Witt Halle is moving to Florida to help his children run their respective businesses. Witt noted Bridge Prep is a wonderful community model and a bright light on top of a hill. As mentioned earlier, Lou Tobacco is leaving the Board as well. Lou is on the Executive Committee and we need a 5th trustee named to the committee. The Executive Committee unanimously agreed and asked Victoria Cerullo to join the EC. She accepted and is now a member of the Executive Committee.

**VIII. Public Comment**

**A. Comments from Raul Sepin**

Raul is a teacher at Bridge Prep. He shared the work is tough but great. Students are smiling and learning. Tim Castanza shared that Raul contributes beyond the academics at Bridge Prep. He is involved with the Social Emotional Learning and the website. He invited the board to come see Raul's class and the CTL public debate program he leads.

## **IX. Closing Items**

### **A. Adjourn Meeting**

W. Halle made a motion to adjourn the meeting.

V. Cerullo seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:08 PM.

Respectfully Submitted,  
L. Timoney

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday October 23, 2019 at 7:00 PM

**Location**

715 Ocean Terrace, Staten Island, NY 10301

**Trustees Present**

A. Margolis, F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, R. Kerr

**Trustees Absent**

M. Casale, M. Langella, V. Cerullo

**Guests Present**

T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Oct 23, 2019 @ 7:15 PM at 715 Ocean Terrace, Staten Island, NY 10301.

**B. Record Attendance and Guests****C. Approve Minutes**

L. Gyimesi made a motion to approve minutes from the Board Meeting on 09-18-19 Board Meeting on 09-18-19.

F. Santarpia seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Greetings & Welcome**

Thank you for attending since we moved the board meeting due to weather. Unfortunately, we need to say goodbye to Lou Tobacco as a trustee as he as a new position. He is removed as per the bylaws for multiple unexcused absences. This is done to ensure quorum.

## II. Executive Committee

### A. Trademark Update

There is still no letter received and total silence. We have executed the retainer agreement for the pro-bono law firm who will secure a trademark attorney. L. Wedinger also wants to get copies of the insurance policies to see if we have trademark infringement coverage. T. Castanza will forward policies.

### B. Teacher Training Institute

The teacher training institute is part of our charter and will remain as part of the larger picture of strategic planning for the school and board.

### C. Executive Director Goals and Evaluation

The Chair sent out a draft set of goals and process to the Exec Committee for input. Email all input in writing to the Chair. She will incorporate and send to the ED for review. Then it will be brought to the larger board for input once vetted through the EC and ED.

## III. Board Development & Governance

### A. Board Recruitment

L. Wedinger and L. Timoney had an initial call with Board on Track to discuss strategy and recruitment. We will have weekly calls and report back.

### B. Board On Track - Annual Agreement

The Governance Committee recommends we vote to engage Board on Track and then opt out or engage on Dec 15th and pay full fee. The Executive Director is directed to change the board line budget to \$9K + board expenses.

G. Winn made a motion to Engage Board on Track for 60 days until December 15th and make the appropriate financial arrangements in budget.

F. Santarpia seconded the motion.

The board **VOTED** unanimously to approve the motion.

## IV. Finance Committee

### A. Upcoming Finance Committee Meeting

We reviewed funding, grants and census with ED. Based on BEDS data we are spot on. We had a request by ED to explore getting a debit card for the school. ED will propose a relationship with a bank for a funded, branded debit card not to exceed \$5K. We don't anticipate any changes to financial and control structures. With the disbursement of the Walton Funds the appropriate account to house it should be interest bearing and insured. We authorize ED to work with BoostEd and M. Langella to figure out what is most appropriate. Choose two or three banks and present to finance committee. It may need to be more than one account based on insurance limits of up to \$250K. The money should not be sitting for too long without being in an interest bearing account. It was commented that we may want to leverage the larger account to offset the costs of the debit card or it may make us eligible for grants. ED indicated he wants to look at Northfield. We need to ensure the Walton money is separate and apart from any operating expenses. The Walton money will disbursed next week. The ED will report back to the Finance Committee prior to November's board meeting and George will bring that recommendation to the EC ideally this

will be done before we get the Walton money. ED will have call with BoostEd on 10/29 and report back. ED to email board and they will respond to ED with any recommendations.

**B. Debit Card**

G. Winn made a motion to establish a school checking account to get a branded debit card for school level expenses. The maximum funding for that account will be \$5K at anytime.

F. Santarpia seconded the motion.

The board **VOTED** unanimously to approve the motion.

**V. Academic Committee**

**A. Academic Committee Update**

R. Kerr is at the school once a week working with the leadership team and taking a forensic look. She is in the classroom and with the OG professional developer. The form of the academic report will be ground level. Looking at lesson plans with the OG trainer, how OG trainer debriefs with teacher, etc. A. Margolis to be looped in too. OG trainer is at the school Tuesday and Wednesday. Regina Skyer is also coming to the school and A. Margolis will be there as well if available.

**VI. Executive Director's Update**

**A. Financial Reports**

Northfield Bank - grants for charter schools. Time to re-engage them as a community partner based on our brand. We use local businesses SI Fast Signs, On Your Mark, Special Tees, etc. We've had success with that so far.

The Walton Grant - L. Wedinger looked over wording. They give a lump sum immediately. BoostEd coming on Tuesday to review budget vs. actuals.

Per Pupil Monday - came in today a little higher. P2 to P3 saw an increase of \$25K due to team working with CSE and diving into each child and their needs.

Enrollment - we continue to monitor and need to remain at 86. Current is 87 students and we are losing a student who is relocating end of month. We can backfill up to Nov 28th. First grade has no wait list so we can enroll immediately or add to second grade. We are being as clear as we can when speaking with families about what the school offers. L. Timoney stated we need to be the dyslexia and reading disabilities school.

**B. Dashboard**

Feedback on the dashboard - it is too broad and needs more detail. We need to understand targeted skills by color and grade. These target skills should be on the dashboard. Also it should list IEP testing accommodations. A. Margolis will visit the school and review with ED who will send her the learning targets.

**C. Initial Orton-Gillingham Testing**

Initial OG evaluations are still underway and the November dashboard will be full of numbers and populated. Groups are formed and can be different than their class.

**D. Walton Grant - Spending Plan**

We need to think about strategy and how we allocate the grant money. Per L. Wedinger - we need to ensure to align with Walton objectives.

ED - proposed a day that Josh can come and sit with us based on Josh's availability. The Board wants to discuss strategy and ideas and then ask the budget person. It was decided by the board to hold this strategy meeting on Nov 16th and incorporate a board meeting thereby cancelling the Nov 13th board meeting.

#### **E. Bridge Prep Notoriety & Upcoming NYSED Visit**

Fox News - has triggered 10 pieces of outreach to the school. We have been invited to Child Mind Institute on Friday for a panel on school choice with Winston Prep, York Prep and Windward. At the Rockefeller Institute panel in Albany with the Dr. Shaywitz and Windward, and first question came to Bridge Prep. They are looking for public schools to offer our option. They are interested in the dyslexia piece and educational options. Pix11 with air in mid-November and ED will alert board.

NYSED Visit - R. Kerr, David Frank and Regent Cea came to the school for a visit and saw OG, Science class and the first 6 weeks in terms of performance framework which guides our reauthorization. Per the Chair, it was a well done visit. NYSED was impressed by our structure of the classroom, school and grounds. David Frank said congratulations to TC and the board and he is proud to see our first month and to keep doing your job so I don't have a hard charge. He the tweeted out a picture of our OG goals chart. One critique was we didn't speak about math deeply like we did reading. We expressed we equally deep and Jesse the DTL spoke about Singapore Math. His team will be back in the Spring and looking specifically at math.

Other notariaty - A. Margolis spoke recently on a panel in NYC and was approached by women interested in our school. District 2 is trying to open a school and CEC 2 wanted to meet and get ideas if we can help them at all.

ED is putting together a binder that documents and lays out our program from beginning to end with artifacts like teacher observation forms and student rubrics. The Chair noted there has been a lot of outreach and the ED needs to be judicious with his time. Vice Chair echoed they can read the charter to learn more.

#### **F. Website Update**

ED - is meeting 10/24 with a teacher who has offered to do some punch list items some changes. Per ED it can be done in 20 minutes. Items like populating the teacher page with names, email addresses, administration, etc. ED said the bucket list will be done. ED thinks the website needs an overhaul.

After much discussion, it was agreed we need another plan because or the urgency to update the site. Registration is coming in two months and the site needs to look structured like a school. The Governance committee is delayed and can't ask any potential board members they are recruiting to look at current website. L. Wedinger asked for the bucket list of items and will make an inquiry about cost. The bucket list includes adding all recent positive press (Fox 5, Rockefeller Panel), pictures, teacher information like name, class and email, and wording to reflect we are an active and open school.

### **VII. Other Business**

#### **A. Strategy Meeting**

### **VIII. Closing Items**

#### **A. Adjourn Meeting**

L. Timoney made a motion to adjourn the meeting.

A. Margolis seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:54 PM.

Respectfully Submitted,  
L. Timoney

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Saturday November 16, 2019 at 1:30 PM

**Location**

1150 Clove Rd, Staten Island, NY 10301

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**Trustees Present**

A. Margolis, F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

**Trustees Absent**

V. Cerullo

**Guests Present**

T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Saturday Nov 16, 2019 @ 1:35 PM at 1150 Clove Rd, Staten Island, NY 10301.

**B. Record Attendance and Guests****C. Approve Minutes**

L. Gyimesi made a motion to approve minutes from the Board Meeting on 10-23-19 Board Meeting on 10-23-19.

F. Santarpia seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Board Meeting Protocol**

Clarity was given surrounding board meeting protocol. Committees need to be meeting regularly and submitting synthesized reports to the board. There should be only a brief discussion and then move on to have more effective board meetings.

## **II. Executive Committee**

### **A. Trademark Update**

Trademark attorney advised BridgePrep trademark is too generic, and we will win any litigation. Also does not recommend entering into a licensing agreement. If they every follow up with us, the attorney will respond. We can use Bridge Prep. It is being used all over the country. The logo in the middle of the names would not hurt.

## **III. Finance Committee**

### **A. Financial Reports October 2019**

Budget - finance committee received it on Tuesday 11/12 and did not have time to meet prior to today. A one page sheet was sent prior but was not enough. The request to have a detailed review of the budget was originally made in September and October. If there is a hold up, the finance committee needs to know. ED stated he is getting information on a timely basis from BoostEd.

Recommendation - the finance committee needs to meet and bring conclusions to the board. We need a better system/communication.

## **IV. Academic Committee**

### **A. Update**

We will continue to visit the school. There are behaviors occurring which interrupt classroom management. This requires more intervention immediately. We need to see who is best suited to handle in the building. We want to look at IEP classifications, related services and diagnosis. This information is on the dashboard. The academic committee will meet after a review of the dashboard.

## **V. Executive Director's Update**

### **A. Dashboard**

Dashboard - the school dives into data on a weekly basis.

OG - Every student has been assessed and grouped accordingly. The assessment was Gallistel-Ellis Test of Coding Skills. The groupings meet 45 minutes every day and they are working on specific skills and goals. Teachers are assigned to meeting those goals by January and Jill is working with each group. Can we track monthly goals by color group? There is progress monitoring in the group goals by month. Every month this will change and you can track through lesson plans in the OG model.

RTI - specific tiered remediation and students who need this have been identified.

Enrollment - the subgroup analysis is important. ED to incorporate Regent targets and actual school numbers on dashboard. Also breakout economically disadvantaged by GE and SE.

YTD numbers are 87 in enrollment and notes reasons if student leaves.

Absences - The numbers are high. Want to see overall school attendance as a percentage. Number does not include suspensions.

Special Education - Breakout is requested by academic committee and will require a school visit. Most students are LD or SLI.

Suspension - tracking for students with disabilities and suspensions are out of school due to space. Need to look at OT and counseling and see who is trained in behaviors on staff.

SWDs must be documented and have antecedents. Academic committee will take this up.

MAP Assessments - a few students still need to be tested due to either absence or refusal to sit. OG is very granular and MAP is nationally normed from a standards basis and has a

growth predictor. It is a 16 minute iPad assessment and the school is using academic data for IEP meetings. MAP compares students to peers nationally and in the building including a projected growth path. Looking to co-align with OG. OG is baselined and will be re-assessed in January, March and end of year.

Staffing - Certification listed is based on state reporting. 3 GE and 3 SE certified. This number will change later in the year who additional teaching certifications. Does anyone have CPI certification? Social worker has that certification. ED states one person is crisis certified. All admin are CPR trained.

Staff Absences - seem high. The academic committee will pick this up. Start up and burn out are considerations

External Affairs - added to keep track of engagement. This is something NYSED wants tracked.

Conclusion: We need time to digest the dashboard information and need to get a week prior to the board meeting. The data will be for prior month same as financials.

## **B. Bank Account & Credit Card**

Walton Funds - is in an interest-bearing money market account at Signature Bank. The Operating money is in the same account. The board wants to keep the money separated and not co-mingled. BoostEd recommended keeping all of the money in the same account to accrue interest and is earmarking funds. From a fund accounting standpoint it means that the Walton money is traced and has a discreet number associated with it. That is how you distinguish the funds. If decisions are made counter to what the board asks, which was to open a separate account, we need to be informed and updated. The account is insured only up to \$250K.

Recommendation: ED to go back to BoostEd and articulate a recommendation to the finance committee.

Debit card - We are moving forward with Northfield Bank. They have two local branches and the paperwork is being processed on November 18th at the school. The branded card is in a non-profit account with no fees or minimum balance.

## **C. School Happenings**

Website - Speaking with Dan from Magix Studio who does web design and a member of SI Chamber of Commerce.

Upkeep and redesign - are two different things. This is a priority. L. Gyimesi wants IT contract to see what services were contracted for regarding encryption and security concerns.

Next step: George Casale to be looped in and speak to Dan. Dan and Tim meeting on 11/18/19. We need an up to date secure website by Friday 11/22/19 and loop back in Exec Committee.

61 families came to the school's first Saturday event. Sent a survey home today about how we communicate. Parents want to hear more from the classroom teachers. Families sat with Ann and Jill and learned about groupings in an OG session and then in the classroom. There was a social studies project based learning about communities.

Family Association - 9 families came out. School scheduled another meeting in November and the FA will go under the 501c3 of the Federation. Bylaws were shared with families and Nov 25 is elections. We need the FA board member and the FA chooses after election.

## **VI. Closing Items**

### **A. Adjourn Meeting**

A. Margolis made a motion to adjourn the meeting.

R. Kerr seconded the motion.

The board **VOTED** unanimously to approve the motion.  
There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:38 PM.

Respectfully Submitted,  
L. Timoney

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## Bridge Preparatory Charter School

### Minutes

#### Emergency Board Meeting

#### PPP Loan

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##### **Date and Time**

Monday April 13, 2020 at 9:00 AM

##### **Location**

<https://us02web.zoom.us/j/97055895345?pwd=SS8zSDMrY1R1VnhUNGxlbVRTMjVsUT09>

Meeting ID: 970 5589 5345

Password: 3t7DTh

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 970 5589 5345

Password: 800596

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##### **Trustees Present**

A. Margolis, F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

##### **Trustees Absent**

*None*

##### **Guests Present**

T. Castanza

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#### **I. Opening Items**

**A. Record Attendance**

**B. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Monday Apr 13, 2020 @ 9:06 AM at  
<https://us02web.zoom.us/j/97055895345?pwd=SS8zSDMrY1R1VnhUNGxlbVRTMjVsUT09>  
Meeting ID: 970 5589 5345  
Password: 3t7DTh

Dial by your location  
+1 646 558 8656 US (New York)  
Meeting ID: 970 5589 5345  
Password: 800596

## II. Paycheck Protection Program - Small Business Administration Loan

### A. Discuss PPP SBA Loan Application

T. Castanza & J. Moreau got the loan application in promptly.  
\$136K, which is two months of payroll. Loan can be used for payroll, rent or utilities.  
We need to document and attest to this loan.  
Do we qualify for this loan? Do we face uncertainty?  
NYS is late in budget and we are waiting on grants and are already behind. We do qualify.  
T. Castanza got clarity from Josh on process: 1. Apply to bank 2. Once approved by Signature forms go to SBA. 3. SBA sends over official loan docs with terms 4. Comes on cash balance 5. Find out from SBA if forgivable or non-forgivable.  
Who signs? Need to find out.  
A. Margolis raised a concern. Can we make payroll? This loan is for those who cannot make payroll and we are legally liable. There are small businesses that need these loans.  
T. Castanza - we have submitted to NYSED and are scheduled to receive payment on 5/1/20. This is for non-exempt employees, like Aides, and we can pay them with these funds.  
G. Winn - we consciously and deliberately kept people in tact. We are submitting invoices for the past two months. Based on need to move forward now and keep the process moving. If we receive NYS funds, we don't have to accept funds or pay a 1% interest rate.  
R. Kerr - we are unsure if the billing will be honored and should err on the side of caution. We don't have funds sitting and ready. When city schools were told that the fair student funding was cut, the monies were removed from school accounts. I feel comfortable signing, we get the funding and can give it back.  
F. Santarpia - Do we have payroll funds?  
R. Kerr - we have right now.  
G. Winn - We can only use these funds for payroll and have 8 weeks  
A. Margolis - this is an ongoing application if 5/1 is not coming.  
L. Wedinger - we are projecting forward 8 weeks of payroll. I am comfortable going forward in process now.

G. Winn - there are 7 bullets and Signature can not aid and abet.

- current economic uncertainty makes loan necessary
- retain workers and make payroll
- give lender documentation
- loan forgiven 8 weeks of payroll costs
- all supporting documents are true and accurate
- lender will calculate eligible loan amount

We don't have all the information but should we move the process forward?  
T. Castanza - Signature Bank has approved us.

- L. Wedinger - Bank provides no level of protection with no obligation to do research
- G. Winn - bank provides a level of protection (sentence not completed)
- L. Wedinger - we are swearing to it
- A. Margolis - uncertainty about ability to make payments

**B. Vote on applying for loan**

- L. Timoney made a motion to proceed with electronic signature to get to the next step in loan process & receive full loan agreement.
- A. Margolis seconded the motion.
- The board **VOTED** to approve the motion.

**Roll Call**

- M. Casale Absent
- L. Timoney Aye
- G. Winn Aye
- R. Kerr Aye
- L. Gyles Aye
- F. Santarpia Aye
- A. Margolis Aye

**III. Closing Items**

**A. Final notes**

- T. Castanza to follow up with J. Moreau to find out how we attest and certify, what he is advising and what are other schools doing. T. Castanza will confirm process with J. Moreau that this is not the final step and will follow up if different.
- R. Kerr - This is a good faith belief. Many times during a fiscal crisis, NYS robbed funds. I don't want us to be the only school that did or did not do this.
- We won't sign further before Board reconvenes.

**B. Adjourn Meeting**

- There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:38 PM.

Respectfully Submitted,  
L. Timoney

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M. Casale was present for the meeting but left before the vote was taken and therefore absent from the vote.

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## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday March 11, 2020 at 7:00 PM

**Location**

715 Ocean Terrace, Staten Island, NY 10301

**Trustees Present**

A. Margolis (remote), F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney, R. Kerr

**Trustees Absent**

M. Casale

**Guests Present**

S. Cucchia, T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Mar 11, 2020 @ 7:01 PM at 715 Ocean Terrace, Staten Island, NY 10301

**B. Record Attendance and Guests****C. Approve January Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 01-08-20.

A. Margolis seconded the motion.

The board **VOTED** to approve the motion.

**D. Approve February Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 02-12-20.  
R. Kerr seconded the motion.  
The board **VOTED** to approve the motion.

**E. Welcome**

Rose welcomed all.

**II. Committee Updates**

**A. Executive Committee**

Consultant arrangement finalized.  
Exec Director evaluation review meeting set for 3/22 time and location tbd.  
We need a 5th executive committee member and will update at April board meeting.  
Board governance protocol set up for board and school for Susan Briggs, the school's counsel.  
Does board need to vote on school policies? Discussion to be had at next EC meeting.

**B. Board Development & Governance**

April meeting we will discuss possible board recommendations.  
All committees should sent minutes to Secretary one week prior board meeting.  
At April Board Meeting we will discuss date and times for future board meetings.

**C. Finance Committee**

Budget meeting held on 3/10. There will be a draft budget before April meeting to discuss and voting in May meeting. Boost Ed to attend the next finance committee meeting the week of 3/23.  
Budget must be done by June meeting and uploaded to NYSED.  
Invite for finance meeting to be sent out to entire board.  
We had a risk management discussion regarding revenue stream and continuity of instruction if we are not in the school building.

**D. Academic Committee**

Academic Committee meeting took place on Thursday 3/5. We had the same agenda which is the dashboard and to make it as informative as possible for the board, and what information can go on the monthly dashboard - eg. HMMH or OG, MAP assessments, etc.  
Tracking student behaviors and IEP that is school wide that will impact academic progress is our focus. This is a year one focus. School psychologist was brought up again and we will address behaviors that impact academic progress.

**III. Executive Director**

**A. Report**

Board wants school news on a weekly basis.  
**Monthly Financials** - ED will forward to G. Winn and EC along with renewal contract from BoostEd.  
**Admissions & Recruitment** - Lottery will be April 6 and applications close April 1. SchoolMint is administering the lottery and sorts information very well. Applications: 1st grade is 18 (no lottery), 2nd grade is 27 and 3rd grade is 35 (both lotteries). We will factor retention and class size into total number of seats and will over offer seats.  
**Lottery Trends** - 41 qualify for dyslexia preference and D31, 6 have dyslexia but are out of district.  
1 is automatically out due to living in NJ. 32 have no dyslexia preference. 18 have a sibling applying with them and 12 of the 18 have the dyslexia preference. 6 are applying with more than one sibling.

**Sibling Preference** - We have been looking closely at sibling preference according to the law and Bridge Prep's preference. Our policy states sibling preference currently goes to enrolled students. Charter law is vague on waitlist and siblings. If a student gets an offer and has a sibling, that sibling skips to the front of the line (eg. 1 and 1a). Take this offline and have a lottery and enrollment call.

**Facilities** - walk through conducted with space planning. We were assured instructional programming needs will be met. We need 5 new classrooms and office space. They will come back with next steps on construction in April. We are the DOEs responsibility to place and they are required to come up with a plan. We will need additional space for the following year. We will have a long-term space plan. They will have to rewrite the proposal they submitted.

**Risk Management** - Coronavirus handout given to the board.

**Parent Teacher Meetings** - Thursday and Friday. Friday is remote through FaceTime, Zoom or phone. Thursday will now be remote as well. There will be students in the building both days for school. Teachers are logging calls in the student information systems.

**Open House** - cancelled for Saturday.

**Contingency planning** - a tech survey was sent out to parents. We are preparing one weeks worth of content work to be sent home with students Friday. DTL reviewing tomorrow.

**Continuative Instruction** - each teacher will have a Google classroom or Zoom account so students can video conference or call in for that classroom. Staff is available for students and parents. Each teacher will have a block of designated time. HMH is available online. This is not a replacement for classroom instruction but works on skills development. Staff putting together continuity plan. NYS and NYC have not yet figured this out. The school will seek feedback and be mindful of instruction. A call will be set up to discuss this further.

**If we are closed for 2 weeks or longer** - NYSED anticipates the Governor will issue guidance on this and issue a waiver for billing.

**Staffing plan for next year** - focus on retention of students and staff and identifying new talent. Salary schedule for new and existing staff meetings will be discussed at finance committee meeting. ED to get staffing plan to finance committee before 3/26 call. There is urgency because our DTL will not be returning, and we are working to identify a replacement. ED will share this progress with the academic committee.

## B. Dashboard

The dashboard will have monthly or trimester data as follows:

**Enrollment** - monthly with discharge analysis

**Special Education Snapshot** - monthly and reflective of IEP changes or discharges. This shows program, related services, classification and other more detailed information.

**Student Attendance** - slightly higher in February. Anticipate March will be impacted by current circumstances. Younger grades tend to have more absences.

**Suspensions** - zero in February

**Staff Attendance** - used a formula to get an average monthly rate. Then further broke down staff number by percentage of attendance and then reason for absence.

**Academic Data** - HMH data this month is based on assessments. OG is reported 3x per year. MAP and OG measure different things. HMH is our curriculum and there are class-based assessments for Math and Reading. Assessments are done online at individual student level. What does OG measure? How does curriculum work with OG and what are the gaps? How is your work supporting the curriculum? This is a huge discussion for next year. OG to OG and Map and HMH for Math and Reading. Apples to apples this year and progress monitor. This is the first baseline HMH assessment in reading. It measures the same skills that OG measures but contextualizes for grade levels. This is the most precise to data to see students on grade level. These skills can be done by 53% of 1st graders. We will see this as a baseline in Fall 2020. How do kids feel about online assessment and that they may bomb on it? Students are tested individually based on where they are at which is what is good about iRead. Grade 1 - 69% of GE and 39% of SE students are at, or above, district levels. Grade 2 is lower as many students were significantly behind, but they are making

significant progress. Some students were at Pre-K level, work is harder and they are farther behind. February is baseline for iRead. Gaynor school to be discussed at next Academic Committee meeting.

**C. Monthly Financials**

A few things to follow up on in committee.

**IV. Public Comment**

**A. Public Comment section**

Steve Cucchia - thank you to Rose for reaching out and bringing me on as mentor and leadership coach. Tim has been open and receptive to mentorship and coaching since we met. Gratifying to see growth of the school and see his progress as a school leader along with Jesse and Fahron. Thank you.

**V. Closing Items**

**A. Adjourn Meeting**

L. Timoney made a motion to Adjourn the meeting.

G. Winn seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

L. Timoney

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday December 4, 2019 at 7:00 PM

**Location**

715 Ocean Terrace, Staten Island, NY 10301 - Building E

**Trustees Present**

F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, R. Kerr

**Trustees Absent**

A. Margolis, M. Casale, V. Cerullo

**Guests Present**

T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Dec 4, 2019 @ 7:00 PM at 715 Ocean Terrace, Staten Island, NY 10301 - Building E.

**B. Record Attendance and Guests****C. Approve Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 11-16-19.  
F. Santarpia seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Welcome****II. Committee Updates**

### **A. Executive Committee**

Monthly Board Meeting structure - we will keep board meetings to 1 hour and be committee driven. Chair noted the Board of Regents as an example. We will have reports from committees, which is where important work happens. At board meetings there will be a report to the board and votes if needed. Each committee will have up to 10 minutes to report. The discussions that typically happen at a board meeting will now happen in committee. We will open the dial-in line for 15 minutes at the start of the meeting. If no one is on the call, we will close the line.

January - we have a board meeting scheduled for January 8th. The EC would like to propose a 2nd board meeting in late January to make up a board meeting. The first meeting on Jan 8th will be an abbreviated board meeting and a special meeting. The later meeting will be a more informative board meeting.

The Academic Committee will meet in January to finalize the dashboard to be more informational and not just data with breakdowns and discuss behavior management. For the behavior management call, include George Winn and the DSI. GW wants the call regarding behaviors to happen before the Christmas break as there are timely decisions to be made.

### **B. Board Development & Governance**

Board on Track is working out well. They are giving us the structure we need for the board. We know we are a smaller board and need to expand. They gave us sample job descriptions that we will tailor to include the time commitment we seek. We thought we built into the charter and bylaws the ability to put non-board members on committees. We do not have that structure built in but do have advisory members and committee structures. We will go back to the bylaws to include allowing non-members on committees. This is not a material change to the bylaws but amending the bylaws and requires a vote. This will be prepared for the January meeting.

Recruitment - we are writing job specs and focused on how to keep the board strong and diverse going forward. Board on Track has us on an accelerated track to do this with weekly calls. Our current board needs include business, finance, real estate, development, marketing or operations experience. We are solid with academic experience.

Committees - we have to have three board members on each committee. This could include advisory members.

Law Firm - we are looking at outside law firms whose focus is to advise charter schools or non-profits when needed. We will look at fees and services provided and bring back to board.

### **C. Finance Committee**

Custody of the Walton Funds is a primary focus in that we have a segregated and separate account that is interest bearing and insured. We need to think about a separate non-profit 501c3 as a vehicle for receiving donations to the school with no specific purpose yet.

Question: Do we want to wait to do that until we have funds or research now? This is a good question for the board law firm.

CPI Training session - taking place Jan 7. This is a standard 3rd party crisis prevention and intervention training to de-escalate behaviors. We need a decision on the investment in a staff member who will be trained for 4 days at \$3450 and come back certified to train the staff. GW has asked for a spot to be held for Bridge Prep. Question: Is this a NYS certified training accepted by NYS Department of Education? They are recognized as an acceptable 3rd party certification.

The committee will discuss and make recommendations.

We are expecting a budget vs. actual update from BoostEd/ED. ED sent that as of end of October. Friday, Dec 6 ED is meeting with Boosted and will refresh budget vs. actual. After

Friday, ED will send an update and send November financials for upload to minutes. ED to get back with possible dates to have a call with finance committee and include BoostEd.

#### **D. Academic Committee**

Academic Committee will have a lot to report next month. Since last board meeting the Chair has had two visits to the school. One was covering operations and controls. Another was 2nd grade classroom observations. Some 2nd graders came in without letter recognition and now have it. Jill got teachers from zero to be able to teach a lesson in OG. It was prepared, sequential and students would have been reading with CK if time allowed. Jill is invaluable in the classroom and her prompting helps the teachers and the students.

Prompting, mentoring, training and learning is happening. The staff needs to be reminded how much they have accomplished in three months. The onsite mentoring is a wonderful tool. Right now every teacher meets with Jill every two weeks. She is onsite now two days a week and Chair made a strong recommendation to have her in the school more often. ED - every day I am in classrooms and see confidence building. Caution - the teacher's daily schedule is packed and tight and finding additional time will be hard. We have a staff meeting right before our PD and need to be devoting more time to math as well. Singapore Math coaching will be happening in January and February. Teachers want more time with Jill and it was suggested to have teachers figure out how to work that into their already tight schedules. This to be taken up in Academic Committee.

Three big items for Academic Committee to tackle in January - Dashboard, Crisis Intervention and more OG help for teachers.

### **III. Executive Director**

#### **A. Report**

Enrollment - revisions to enrollment chart in actual students and language changes. From the calls, have gotten the technical feedback edits and will clean up the document and copy people on email sent to NYSED. Subject to their approval and ED will communicate back to board.

Website - Revamp and update to the website is happening with Dan from Magicx. Dan charges \$100/hour for edits/changes as a back up to edIT and staff. \$4,950 is the total cost for revamp.

SSL - we are going to have a new SSL purchased for the website. Website revamp is on target for December 6th completion.

edIT - hosts our site per contract. Matt from edIT should be updating the website through the end of the contract. After revamp of website, there will be minimal updates and Matt will train two staff members to be able to edit the site. We can discontinue the contract after six months. edIT is for network and technical but not website design. LW's son offered to put this out to bid going forward. We don't need bleeding edge and have cyber insurance.

Family Association - had elections after input from Federation regarding bylaws and elections. We had a run-off for president and all elections were contested. The family association will have their own EIN number and fall under the Federation's 501c3 umbrella. They are opening an account at Northfield Bank. Azalea Volpe is the elected President and is the Family Association's Board of Trustee member. She is an attorney and on the CCSE.

Risk Management - ED will provide binder to board in January to see all the operational structures and procedures they have in place at the school.

PAX Training - we can do on MLK, Jr. day. Cost is \$6,000 for PD, training and curriculum. It's a tool for behavior management. More to be discussed on Academic Committee meeting.

Parent Teacher Conferences - we had them yesterday and today. Parents are pleased. We did a parent satisfaction survey and 95% expressed extreme satisfaction with the school.

The ED went to another Charter school's board meeting and that school's ED reported exclusively on what is happening at the school.  
Chair recommends a weekly ED update to share all updates. ED will send on Saturday mornings.

**B. Dashboard**

Add Satisfaction survey to the dashboard.  
ED - we are going to do a robust review. Attendance was changed to percentages. The Academic Committee will take up staff absences.

**C. Monthly Financials**

ED to get financials to Secretary to upload to Board on Track.  
School-based checking account was opened at Northfield Bank. There will be a school debit card and a debit card for the board.  
Walton - Board wants entire amount insured but FDIC only goes up to \$250K. Therefore we need to split the money into two separate accounts.  
Northfield - we can get an interest rate of 1.75% for both accounts. They are a community bank and also have grants for schools.  
Citibank - called them to see what promotions we qualify for.  
Chase - GW said they would give us an interest rate of 1.99%.  
ED recommends Northfield for streamlined administrative and management but ED and GW will take offline and decide.

**IV. Other Business**

**A. Paypal**

Do we want to add to website? We would have to set up a non-profit Paypal account that is free of monthly fees and it would link directly to our signature money market account which is the school's general account. This will be a dead link for now and finance committee to discuss in full.

**V. Closing Items**

**A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,  
L. Timoney

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday April 15, 2020 at 7:00 PM

**Location**

Join Zoom Meeting

<https://zoom.us/j/266712142?pwd=WjdmZ1o1WmNOcTZneTdHTXYrbkZpUT09>

Meeting ID: 266 712 142

Password: 522587

Dial by your location

+1 646 558 8656 US same Meeting ID and Password

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**Trustees Present**

A. Margolis, F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

**Trustees Absent**

*None*

**Trustees Arrived Late**

A. Margolis

**Guests Present**

A. Volpe, Alayna Quattrocchi, Francesca DiCanio, R. Ilulzzi, T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Apr 15, 2020 @ 7:05 PM at

Join Zoom Meeting

<https://zoom.us/j/266712142?pwd=WjdmZ1o1WmNOcTZneTdHTXYrbkZpUT09>

Meeting ID: 266 712 142  
Password: 522587

Dial by your location  
+1 646 558 8656 US same Meeting ID and Password

## **B. Record Attendance and Guests**

L. Timoney opened the meeting by noting the Governor issued an Executive Order and relaxed Open Meeting Law rules related to video attendance from a public place vs. at home and quorum rules. "In person" is being used to denote video attendance. All meetings must be recorded and transcribed and minutes alone are not enough. All in attendance were instructed to state their name when speaking so they can be identified on the transcription. We have quorum and can vote.

## **C. Approve March Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 03-11-20.  
R. Kerr seconded the motion.  
The board **VOTED** unanimously to approve the motion.

## **D. Welcome**

R. Kerr welcomed all and acknowledged we are experiencing some unusual times. She emphasized we will get through this together as a family and the board committees have been hard at work. She noted tonight as an example of us coming together, and looks forward to these moments and getting back to the school.

## **II. Committee Updates**

### **A. Executive Committee**

V. Cerullo has formally left the board. M. Casale, founding board member, agreed to join the Executive Committee (EC) along with R. Kerr, G. Winn, L. Wedinger and L. Timoney. The EC meets once a month and does the work the board committed us to carry forward. The Board retained an attorney on behalf of the school to address certain situations that may arise. Protocols on the counsel were developed. The primary protocol is to approach the EC with written requests, EC will review and determine if it should go to counsel or the full board. If there are urgent situations, the ED can go straight to counsel and report back. The protocol and procedures in the board packet require only board acknowledgement and not a vote.

### **B. Board Development & Governance**

L. Timoney put forth changing board meetings from the 2nd Wednesday of the month to the 3rd Wednesday of the month making it May 20th and June 17th. R. Kerr may be traveling for the June meeting but agrees with the move to the 3rd Wednesday and will join remotely. We have a parent member, Azalia Volpe, who will be joining the board. A resolution will be presented at the May meeting to add the parent member. Once approved, the board will submit a completed the application to NYSED. Once approved by NYSED, A. Volpe will be a voting board member.  
R. Kerr noted adding a parent member is a milestone from our charter.  
A. Volpe is looking forward to joining and working with the Board.  
L. Wedinger discussed adding board members and noted we have reached out to potential members and plan to invite those interested to attend a board meeting. The committee is actively looking for members with business, finance and marketing backgrounds.

### **C. Finance Committee**

A. Margolis arrived late.

G. Winn welcomed and thanked the parent member and school staff attending the meeting and noted this is a busy season for finance.

- The loan application was successfully submitted by Signature Bank to the SBA. NYSED counseled schools to avail themselves of all financial avenues in these uncertain times. The board acted prudently on this as well as remote learning and stabilizing the relationship with the authorizer.
- The budget is coming in May after fine tuning the staffing model with needed and requested feedback.
- Contractual relationships for the coming year are being reviewed, evaluation and assessed related to how we operate in a remote environment. A call with the insurance broker is scheduled for next week.
- BoostEd renewal is May 1 and it was requested that the EC be allowed to act on the board's behalf to renew the existing relationship, allow for a 3% increase and language to revisit if needed based on the current environment.
- 990 form for FY 18/19 needs to be filed by May 15, 2020 once reviewed and with all supporting documents for ED.

R. Kerr thanked G. Winn and the finance committee, the ED and BoostEd for all their work at the end of our fiscal year.

#### **D. Academic Committee**

R. Kerr reported there have been a lot of discussions with the Academic Committee, NYSED, and the school team. The Governor has signed an Executive Order to keep schools closed until 4/29. NYSED stressed we must go by the Gov's Executive Order. Bridge Prep is on a DOE campus with makes it interesting.

To ensure student learning, proactive steps were taken. Written packets were supplied for the first week, we ensured students had hardware, learning transitioned to Google Classroom and this past week piloted live teaching. Learning continues to evolve to be enriched and enhanced. There are many students with IEPs and special education guidelines are being adhered to.

M. Casale stated the instructional focus is moving to all disciplines. OG is going smoothly and instruction is transitioning to live teaching.

Next Academic Committee meeting is Friday at 4pm. Invites to follow.

### **III. Executive Director**

#### **A. Report**

T. Castanza stated trials were to be expected in year one, but not this. The Board was thanked for their support and patience while waiting for guidance and maintaining the school's autonomy in uncertain times. The Bridge Prep team, which he is very proud of, was also thanked.

On March 16th all students were provided work packets in the event of a closure, and virtual learning was being planned. Google Classrooms are being used in a variety of ways.

Remote learning continues to adapt based on student's needs, family feedback and as a result is being transitioned to live teaching, which will be monitored daily. Staff meetings happen weekly and the frequency of live teaching is planned to increase. After the academic committee meeting, more modifications may happen. NYSED communications are weekly and it was conveyed there is no definition of remote learning. A remote learning plan was submitted to NYSED and there is a check-in call tomorrow.

Admissions - the lottery was held on 4/6/20 as prescribed by law and it was recorded and transcribed. Twenty people viewed the lottery and 67 offers were made with 57 acceptances, a 87% acceptance rate. There are outstanding responses from 8 families - 1st Grade (3), 2nd Grade (2) and 3rd Grade (3) with 31 students on the waitlist - 2nd Grade (5) and 3rd Grade (26). As seats open, the waitlist will be utilized. Families are appreciative of the time

given them during this process. Some are uncertain of what grade their child will be in next school year, and the school will seek NYSED's guidance on this. There are still 1st grade seats available and applications continue to come to the school.

Staffing - Letters vetted by the school's HR consultant were given to staff to assess their intent to return. Once letters are received back, a discussion will happen to establish next year's plan. A staff plan was submitted to the board, feedback was given, and we continue to address lessons learned and adjust thinking.

Budget - this requires focus in tough times and the support provided is appreciated. It is a massive undertaking and requires continued work with the finance committee. The budget, like the staff plan, represents the school's values. The budget factors in per pupil allocation and is planned conservatively. The budget process plan continues and will be submitted to the authorizer on time.

Thank you to Azalia Volpe for the work you are doing with the Family Association.

#### **B. Dashboard**

The Academic Committee will discuss on Friday what a remote learning dashboard should look like. This important academic data needs to be given to the board during this transitional period.

#### **C. Monthly Financials**

There were no questions raised about the monthly financials.

### **IV. Other Business**

#### **A. Remote Board Meetings**

R. Kerr thanked L. Timoney for transitioning us successfully to remote meetings.

### **V. Public Comment**

#### **A. Public Comment section**

A. Volpe, on behalf of the Family Association, thanked the Board and T. Castanza for doing a wonderful job. As a member of the Citywide Council for Special Education, she stated at a recent DOE meeting that Bridge Prep was on top of this situation. As a result, her daughter did not miss a beat doing her work. Her son, on the other hand, was still in the process of getting it all together. The Family Association is establishing a web page and will share the link when it is ready.

M. Casale - is looking forward to hearing from parents about what is working, not working and develop some parent sessions to help them with their children.

L. Timoney thanked the staff and acknowledged Rose Marie Illuzzi for getting Chrome Books out to families in need.

### **VI. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:06 PM.

Respectfully Submitted,  
L. Timoney

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday May 13, 2020 at 7:00 PM

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**Trustees Present**

A. Margolis, F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

**Trustees Absent**

*None*

**Trustees Arrived Late**

A. Margolis

**Guests Present**

A. Volpe, T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday May 13, 2020 @ 7:05 PM.

**B. Record Attendance and Guests**

A. Margolis arrived late.

**C. Approve April 15 Board Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 04-15-20.

L. Gyimesi seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

L. Gyimesi Aye

R. Kerr Aye

A. Margo s Absent  
L. T money Aye  
M. Casa e Aye  
F. Santarp a Aye  
G. W nn Aye

**D. Approve April 30 Emergency Board Minutes**

L. Timoney made a motion to approve the minutes from Emergency Board Meeting on 04-30-20.

F. Santarpia seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

L. T money Aye  
M. Casa e Aye  
L. Gy mes Aye  
G. W nn Aye  
F. Santarp a Aye  
A. Margo s Absent  
R. Kerr Aye

**E. Welcome**

R. Kerr welcomed all. An update was provided regarding the Executive Committee meeting on May 4. A task force of the executive committee was formed for specific tasks and will then dissolve when complete. The task force will deliberate on:

1. Salary increase proposal. 2. Staffing structure and 3. Executive Director's annual evaluation.

Recommendations will come out of the task force and go to the finance committee for budget consideration.

A. Volpe was welcomed.

**II. Executive Director**

**A. Executive Director's Report**

A report from the ED was provided in the board packet and gave a comprehensive and detailed report of many buckets of work. Thanks was given to all the committees the ED has been working with. A. Volpe was welcomed to the Board and thanks given for her work as Family Association leader.

Hiring is happening in mid-May for two teachers who are either Special Education or Dual certified. The Director of Teaching & Learning will not be returning next year. The hiring process is modified slightly due to the pandemic and the ED will be working with LittleBird HR through this process and adhering to the school's hiring process.

**B. Desk Audit**

The desk audit submitted to NYSED was supplied in the Board packet. It is a comprehensive look back at the school at the beginning of the year and how the key design elements and cross curricular structural designs are materializing in the school. Included also are areas for growth and lessons learned. The ED encouraged all to carefully read through the document. NYSED will follow up with any questions or need for clarification followed by a Zoom with the ED, Chair and DTL. This will be a review of the first year of the school. NYSED directs communications to the Chair and ED. The Chair directed the board to reach out to ED with any questions or discussions surrounding the desk audit.

**C. Monthly Financials**

The Finance Chair encouraged the ED to give an overview of top line items in the monthly financials. Finance items were also covered in the aforementioned report from the ED. The

ED shared the school received a \$20K COVID grant from the Walton Foundation which must be spend by 10/31/20 within specific parameters. The school received the 5/1/20 per pupil allocation from the DOE and the reconciliation process with the DOE will take place over the summer. The ED also offered to answer any questions.

### III. Academic Committee

#### A. Dashboard

R. Kerr shared the Academic Committee has held three or four meetings to discuss two major items - remote learning and the dashboard.

Remote learning - is progressing with attendance, curriculum, the on ramps for OG, IEPs, etc. The school is documenting and updating live teaching and Google Classrooms.

Dashboard - the Academic Committee is refining the dashboard and will present it next week providing data from remote learning and separated what should be included in ED's report vs. the dashboard. The ED noted the school team is working hard on assessments and to provide information to the Board. It was noted the dashboard was completed once already and then had to be re-created to reflect remote learning.

### IV. Finance Committee

#### A. 2018 990 Filing

G. Winn stated the non-profit 990 Return to the IRS is typically due in November but Bridge Prep was granted a six month extension to 5/15/20. The Governor further extended the deadline to 7/15/20. The ED has background documentation on file with BoostED. The board needs to review and approve the 990 so ED can sign it.

L. Timoney raised one possible item to be reviewed - T. Castanza is listed as an Officer and might be noted as Highest Paid Employee and/or Key Employee.

G. Winn instructed ED to work out whatever column it should be in. In terms of process going forward, the target completion date will be Q1 of the next calendar year. The fiscal year end is June 30, and BoostEd will work with Schall & Ashenfarb to continue the process. An extension will likely be requested and both BoostED and the ED agreed this timeline was possible.

#### B. FY 2020 Budget

G. Winn noted the budget is a work in progress. The initial draft was provided April 3 and May 12 a second draft. BoostED and ED are working on contracts to get more specific information in there. On the Task Force it was discussed distinguishing between a staffing plan and a salary plan and looking at school needs to align. All compensation is being considered in light of the current environment. Once the Task Force finishes its work, the finance committee can take something forward to the Board pretty quickly. The budget needs to be uploaded to the State in by end of June. with the staffing and salary plan and determining school needs.

### V. Votes

#### A. Vote on 990 Tax Return

L. Timoney made a motion to approve the 990 return with the aforementioned change.

G. Winn seconded the motion.

T. Castanza thanked the Finance Committee and stated the process afforded a good sense of questions to review going forward. The board **VOTED** to approve the motion.

##### Roll Call

L. Gy mes Aye

G. W nn Aye

F. Santarp a Aye

L. T money Aye

M. Casale Aye

A. Margolis Aye

R. Kerr Aye

T. Castanza noted after the vote, per an email from Schall & Ashenfarb, the IRS ED is considered an officer for form 990. Top management is considered an officer and no change is needed.

#### **B. Vote on Resolution to Add Board Member**

L. Timoney made a motion to approve the resolution to add Azalia Volpe to the Board of Trustees.

A. Margolis seconded the motion.

R. Kerr noted that adding a parent member to the Board was a milestone in our charter. She also presented A. Volpe with a virtual bouquet of flowers.

L. Timoney noted she has received and reviewed all of the background information and application required for NYSED approval. The board **VOTED** to approve the motion.

##### **Roll Call**

G. Winn Aye

L. Timoney Aye

A. Margolis Aye

L. Gyimes Aye

F. Santarpia Aye

R. Kerr Aye

M. Casale Aye

### **VI. Board Development & Governance**

#### **A. Presentation on Board Protocol**

The Governance Committee has been working on addressing any ambiguity and inconsistencies with the charter and board policies to make them clear, consistent and aligned to best practices. Our goal is to be committee driven and report out to the board. For example, in the 990 and the charter, we have a stated Conflict of Interest (COI) policy. We need to add a COI attestation signed by board members and school employees. This is an area we need to tighten up. Financial procedures need to meld consistently with the bylaws. We are considering a provision for Parliamentarian should that role be needed along with a procedure. We have to be consistent in our language and our policy and procedures. The committee will draft out changes and present for board vote.

L. Timoney - noted the role of the board is oversight, governance and supporting the school leader and is not the business of the school. The Board sets the goals and the school leader and team figure out how to attain those goals.

L. Wedinger - protocol being adopted will be part of compliance like an annual calendar and standing committee meetings. Utilizing Board on Track, minutes will be uploaded and in full compliance for meetings and committees.

L. Timoney - G. Winn and R. Kerr should be acknowledged here. With relaxed OML by the Governor, meetings now need to be recorded and transcribed. Once truly committee driven, a top line report will be presented out at Board meetings. This transition will require training.

A. Margolis - are they giving us money to pay to transcribe? All these rules are coming into place and who is paying for it?

L. Timoney - It is .25 per minute.

R. Kerr - What do you anticipate prior to the next board meeting and when?

L. Wedinger - OML compliance is 72 hours prior to the meeting, which is Sunday. We can update the bylaws and have the June meeting if need be.

L. Timoney - the Board has a few standing committees: the Executive Committee which has 5 members and consists of the Board officers as well as Academic, Finance and Governance; all of which should have 3 committee members. The committee is where all work should take place. There is no voting in committees except approval of minutes. Any board member or member of the public can attend any committee meeting. Board on Track

is a good compliance resource and the public can access all meetings, agendas and minutes from the Bridge Prep website.

R. Kerr - thanked the Governance Committee and L. Timoney for getting us into the 21st century with Zoom meetings. Board on Track is great tool and all academic committee meetings and minutes are up to date now.

## **VII. Other Business**

### **A. Virtual Board Meetings**

F. Santarpia - this is such a great and easy way of conducting school business.

R. Kerr - there is a NYSED stipulation to hold meetings at the school building.

L. Timoney - not everyone needs to be at the school. Video attendance is allowed in OML and the board's bylaws but the video location must be in a publicly accessible place.

A. Margolis - her business is Brooklyn Learning Center, a public location. It is unlikely this stipulation will change in the next 12 months.

### **B. Annual Calendar**

L. Timoney shared an annual calendar for the 20-21 SY which will be shared with the Board. Each Committee is instructed to come up with a standing monthly time to meet.

### **C. Staff Appreciation**

L. Wedinger - Kudos to T. Castanza, who made quite an effort to visit every staff member for staff appreciation week.

T. Castanza - Bridge Prep has the best team and deserves more than a drive by visit and gift.

R. Kerr - The school donated ponchos to the medical staff at a Staten Island hospital.

L. Timoney - keep the Bolt Newsletter coming to the Board.

## **VIII. Public Comment**

### **A. Public Comment section**

A. Volpe shared her impressive education and experience with the board. Bachelors from Syracuse University, Masters from Montclair State University, MBA from Wagner, and JD from CUNY School of Law. Paralegal for several years before attending law school, ACS for 5 years and the last 7.5 years at NYS Office of Temporary & Disability Assistance where she works on cases regarding public assistance, food stamps, DHS, medicaid, SSI, etc. In addition, she is a Girl Scout Troop Leader, an elected council member on the City Wide Council of Special Education and mother to two wonderful children.

## **IX. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:01 PM.

Respectfully Submitted,  
L. Timoney

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**Next Board Meeting: May 20th @ 7pm**

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday May 20, 2020 at 7:00 PM

**Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/266712142?pwd=WjdmZ1o1WmNOcTZneTdHTXYrbkZpUT09>

Meeting ID: 266 712 142

Password: 522587

Dial by your location

+1 646 558 8656 US (New York)

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**Trustees Present**

A. Margolis, F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

**Trustees Absent**

*None*

**Guests Present**

A. Volpe, Alayna Quattrocchi, Francesca DiCanio, R. Ilulzzi, T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday May 20, 2020 @ 7:01 PM at

Join Zoom Meeting

<https://us02web.zoom.us/j/266712142?pwd=WjdmZ1o1WmNOcTZneTdHTXYrbkZpUT09>

Meeting ID: 266 712 142

Password: 522587

Dial by your location

+1 646 558 8656 US (New York)

**B. Record Attendance and Guests**

A. Volpe was voted to be a board member at the last board meeting and application and paperwork were sent to NYSED. We are awaiting their formal approval.

**C. Approve May 13th Board Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 05-13-20.

L. Gyimesi seconded the motion.

The board **VOTED** unanimously to approve the motion.

**D. Welcome**

The Chair welcomed everyone. It was noted we have a packed agenda and thanked the Governance chair and committee for working hard on the proposals for our review and using BoardOnTrack to help us progress in our journey.

**II. Executive Director**

**A. Executive Director's Report**

Executive Director's Report was shared with the board. The school is awaiting guidelines and recommendations as to what reopening looks like. June 1 @ 3pm Charter Center is hosting a re-opening webinar. The NYC DOE sent correspondence that admin can go into the school to get needed materials, enroll students on ATS, access to new student IEPs on SESIS, etc. May 30th the preliminary billing to DOE is due and another projection in July. The school is fully enrolled in 2nd and 3rd grades and two seats are open in 1st grade.

**III. Academic Committee**

**A. Remote Learning & Dashboard Overview**

The academic committees minutes and agendas are all in BoardOnTrack. Thanks were given to the academic committee and the school team who populated the new remote learning dashboard. Please note attendance, standards met, and special education services. 91% is the highest attendance and reporting is done on a weekly basis. Absent excused reflects a Covid-19 related excuse and is coded as such. Absent is typical absence or sign-in related. There is significant outreach and live teaching happening. Special education services: tele-services are being documented and noted if families have opted out. Standards measure proficiency vs. mastery broken down by grade and Special Ed and General Ed. Special Ed is showing higher achievement rates in certain areas than General Ed. This may be due to less gen ed students completing assignments, spec ed doing better on assessments, the way we are grading, IEP students had different ways to complete assessments, etc. Special ed is showing more proficiency in certain grades. Is this because we have appropriate on ramps? If so, this is a success story. Sample size matters and items are trending up in all areas. TBD items will be populated at June board meeting. Send any comments to Committee Chair R. Kerr.

**IV. Finance Committee**

**A. FY 20-21 Budget Overview**

Gathering detail on major contracts, lines of credit and liquidity and vendor relationships across the school. Think about contracts relative to committees. Salary and staffing plan coming in from task force.

This is draft 4 of the budget and considers many factors and reflects what we believe and care about as an organization with belt tightening. The board will have a budget to vote on in June and will receive it the week prior to the meeting to review. The budget will be revisited quarterly after approval. A document will be shared with the board that has factors considered and assumptions in the budget.

Financial Plan tab - with this draft budget, there is a net operating surplus of \$157,329 and ending cash balance of \$403,736. The surplus has a formula and we targeted over \$150K. A surplus reserve can be used as a metric to obtain a favorable interest rate. This budget will change as we have budgeted for 140 students but have 148. HMM has some professional development offerings being considered.

Please reach out to T. Castanza if you have any questions or require clarification. All are invited to come to the finance committee meeting.

## V. Executive Committee

### A. Committee will meet June 1

On June 1 we will be discussing specific items coming out of the task force which will go to the finance committee to include in the budget.

## VI. Board Development & Governance

### A. Update on Board Protocol & Bylaws

The goal was to review the bylaws, charter and meld all documents to be consistent and this being done through the bylaws. We added forming ad hoc committees and a parliamentarian if needed but not required. Governance is working on protocols to be utilized by committees, inclusive of BoardOnTrack, and will share in June.

### B. Proposed 2020-2021 Annual Board Calendar

Sample annual calendar has board meetings listed as the 3rd Wednesday of the month @ 7pm with the exception of February 2021. Committee chairs need to get back to the Secretary with their standing committee days and times. FY 20/21 Annual Calendar will be presented at June meeting.

## VII. Votes

### A. Bylaws Update

Pink wording is to be deleted and green wording is to be added. Attestation was added which we will have in June. Annual elections we added Chair Pro Temp if there is more than one candidate running for Chair. The Pro Temp is acting chair during the election and once the election has concluded, the Chair is restored. Review of the bylaws will happen annually as best practices.

L. Gyimesi made a motion to to adopt the updated bylaws uploaded to BoardOnTrack.

G. Winn seconded the motion.

The board **VOTED** unanimously to approve the motion.

### B. 2020-2021 Enrollment Projection Update

L. Timoney made a motion to to approve changing enrollment from 138 to increase to 148.

R. Kerr seconded the motion.

On the record, if we are increasing by 10 we need to add more staff. The board **VOTED** to approve the motion.

#### Roll Call

L. Gyimesi Aye

A. Margolis Abstain

G. Winn Aye

M. Casale Aye

R. Kerr Aye  
L. Timoney Aye  
F. Santarpia Aye

Given the demand for new seats, acceptance rate and higher than expected retention rate, the school is at 148 students and approved for 138 students. The school can go higher and up to the "at scale maximum". The board needs to approve the additional students from 138 to 148 in order to bill for all students. NYSED will then send a letter to be used for billing.

## **VIII. Other Business**

### **A. ED Update and Newsletter**

It was noted getting the ED Update and newsletters were appreciated by the entire board.

## **IX. Closing Items**

### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:01 PM.

Respectfully Submitted,  
L. Timoney

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**Next Board Meeting: June 17th @ 7pm**

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday June 17, 2020 at 7:00 PM

**Location**

Join Zoom Meeting

<https://us02web.zoom.us/j/266712142?pwd=WjdmZ1o1WmNOcTZneTdHTXYrbkZpUT09>

Meeting ID: 266 712 142

Password: 522587

Dial by your location

+1 646 558 8656 US (New York)

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**Trustees Present**

F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

**Trustees Absent**

A. Margolis, A. Volpe

**Trustees Left Early**

M. Casale

**Guests Present**

Alayna Quattrocchi, Arlin Guerrero, Francesca DiCanio, R. Ilulzzi, Rhadi Aziz, T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Jun 17, 2020 @ 7:01 PM at

Join Zoom Meeting

<https://us02web.zoom.us/j/266712142?pwd=WjdmZ1o1WmNOcTZneTdHTXYrbkZpUT09>

Meeting ID: 266 712 142

Password: 522587  
Dial by your location  
+1 646 558 8656 US (New York)

**B. Record Attendance and Guests**

**C. Approve May 20th Board Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 05-20-20.  
F. Santarpia seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**D. Approve June 4 Task Force Recommendation Minutes**

L. Timoney made a motion to approve the minutes from Task Force Recommendations on 06-04-20.  
R. Kerr seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**E. Welcome**

R. Kerr welcomed everyone and congratulated our new board member A. Volpe. We have a lot of year-end business to cover.

**II. Annual Elections**

**A. Officer Elections**

L. Timoney made a motion to Nominate Rose Kerr for Chair.  
F. Santarpia seconded the motion.  
No other nominations. Rose Kerr is Chair. The board **VOTED** to approve the motion.  
R. Kerr made a motion to Nominate Laurel Wedinger for Vice Chair.  
G. Winn seconded the motion.  
No other nominations. Laurel Wedinger is Vice Chair. The board **VOTED** to approve the motion.  
L. Timoney made a motion to Nominate George Winn for Treasurer.  
L. Gyimesi seconded the motion.  
No other nominations. George Winn is Treasurer. The board **VOTED** to approve the motion.  
L. Gyimesi made a motion to Nominate Laura Timoney as Secretary.  
G. Winn seconded the motion.  
No other nominations. Laura Timoney is Secretary. The board **VOTED** to approve the motion.

**B. Board Member Renewal - Frank Santarpia**

G. Winn made a motion to Renew Frank Santarpia as board member for another 3 year term.  
R. Kerr seconded the motion.  
The board **VOTED** unanimously to approve the motion.

**III. Board Development & Governance**

**A. Update on Board Protocol**

Committee protocols were updated and recommend meeting protocols, an annual calendar and adopting a methodology to communicate with the Executive Director.

**B. Finalized 2020-2021 Annual Board Calendar**

The annual calendar included board meetings on the 3rd Wednesday of the month. The standing committees have formalized the time and days for all committees. One note is that the 8:30am time may need to change when we are no longer working remotely and/or due to ED's school schedule.

**C. Conflict of Interest Attestation**

Simple one page document attesting that each board member has no conflict of interest. If there is a conflict, it needs to be noted. Each board member will need to sign the document retrospectively for 19/20 SY and then prospectively for the new 20/21 SY. Once signed, please scan and email to L.Timoney and T. Castanza.

**IV. Executive Committee**

**A. Staffing/Salary Proposal**

All board members have weighed in on the Executive Director's salary plan and staffing proposal. After the Executive Director answered the board's questions, it was decided by the board to adopt the staffing plan but not the salary proposal. Notable items for staffing include bringing on a Director of Operations a year earlier and hiring an additional Social Worker. These changes will be reflected in the budget.

**B. Executive Director Evaluation**

The process has begun and will be completed by June 30th. The goals and evaluation forms have been sent to all board members and to the Executive Director should he want to provide documentation. The ED will have access to the school to recover information that might be needed. The task force will be disbanded once the Executive Director's evaluation is complete.

**V. Finance Committee**

**A. FY 20-21 Budget Overview**

G. Winn - there has been a good deal of time spent on the budget and the staffing plan. There is one item pending and that is the Executive Director's salary which will come following the evaluation process. Committees have been finalizing inputs in terms of contracts. There are fixed items in the budget and some numbers that are changing, and we need to determine what we are comfortable with for close of June. BoostEd is getting a 3% increase. There was a demand note for the Line of Credit payable by June 30th. T. Castanza will be looking for other lines of credit.

T. Castanza - budget is a fluid process. We need to execute on contracts, staff hiring and retention. There will be changes but this budget presents us with flexibility. Certain line items like insurance may change based on cost proposals from vendor. When we meet in July, the budget will reflect actual cash flow. One item to flag are minor payroll discrepancies found in LittleBird's payroll system which are being rectified.

**VI. Votes**

**A. FY 20/22 Budget**

G. Winn made a motion to Approve the 2020/2021 Budget.

F. Santarpia seconded the motion.

The ending cash balance will likely change due to surplus. There will be continual updates to the budget throughout the year with a newer version in July with closeout numbers. The board **VOTED** unanimously to approve the motion.

**B. Promissory Note**

L. Timoney made a motion to Approve repayment of \$100k line of credit back to BoostEd.

G. Winn seconded the motion.  
The board **VOTED** unanimously to approve the motion.

### **C. Contracts**

L. Timoney made a motion to Approve the Sundog Contract for \$73,500 plus materials.  
R. Kerr seconded the motion.

There is no loss of programming and more students. Being virtual is factored into the contract which encompasses the curriculum, teaching and professional development but not materials. The board **VOTED** unanimously to approve the motion.

L. Timoney made a motion to Approve the Center for Educational Funding Contract for \$7,500.

G. Winn seconded the motion.

This is for Title grants and is priced less than last year's contract. The board **VOTED** unanimously to approve the motion.

L. Timoney made a motion to Approve the BoostEd contract \$77,250.

G. Winn seconded the motion.

The scope is the same with a 3% increase. The board **VOTED** unanimously to approve the motion.

L. Timoney made a motion to Approve the Literacy for Life contract Package 1 for \$161,000 plus materials.

M. Casale seconded the motion.

We are voting on Package 1 which is more financially conservative. The board **VOTED** unanimously to approve the motion.

L. Timoney made a motion to Approve the Leader in Me Contract for \$12,015.

R. Kerr seconded the motion.

Cost includes school membership, professional development, parent training and materials. There are online components for families. The board **VOTED** unanimously to approve the motion.

## **VII. Academic Committee**

### **A. Remote Learning & Dashboard Overview**

The dashboard was revamped for virtual learning. How will HMH crosswalk with OG and how to capture data to inform the board.? Data is based on assessments received to determine proficiency. Assessments during virtual learning posed challenges, and will be refined over the summer. We must get the correct tools to get informative data in a remote environment. This is a mandate and a priority. The general trend shows improvement.

## **VIII. Executive Director**

### **A. Executive Director's Report**

Thank you to the board for all you do to help the school. Best item to report is that students can't wait to return to school.

- Horizon Summer Programming - this will not happen this year due to loss of funding. There will be a full, in-person summer program next year which is free to families.
- The school team is working hard to wrap up this school year. They are the hardest working school team and are changing student's lives.
- ED wants to set time with the board in the next few weeks regarding the 20/21 SY after news from NYS.
- Surveys were sent to families and awaiting results. We will try to walk in lock step with NYC DOE.

- Hiring and staffing - all interviews completed and offers out for teachers. DTL's offer has been extended and that role will focus on teacher development and classroom data. Very excited about the DSI and DOO too. All very good on hiring and staffing front.

R. Kerr - told staff how much the board admires and appreciates their hard work. Thank you to all from the board.

M. Casale left early.

#### **B. Monthly Financials**

It was noted numbers were off in Title 1 funding, salaries and staff recruitment.

It appears line items are off by one line in format. T. Castanza to look in Excel.

### **IX. Closing Items**

#### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:18 PM.

Respectfully Submitted,  
L. Timoney

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**Next Board Meeting: July 15th @ 7pm**

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday January 8, 2020 at 7:00 PM

**Location**

715 Ocean Terrace, Staten Island, NY 10301

**Trustees Present**

A. Margolis (remote), F. Santarpia, G. Winn, L. Gyimesi, L. Timoney, M. Casale, R. Kerr

**Trustees Absent**

V. Cerullo

**Guests Present**

T. Castanza

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**I. Opening Items****A. Call the Meeting to Order****B. Record Attendance and Guests****C. Approve Minutes**

L. Timoney made a motion to approve the minutes from Board Meeting on 12-04-19.

G. Winn seconded the motion.

The board **VOTED** to approve the motion.

**D. Welcome**

The agenda is abbreviated for tonight's meeting and we have a by-laws ammendment vote and some committee reports. We will then go into executive session and discuss our overall structure. Our ED will come in for part of that meeting.

**II. Committee Updates**

**A. Executive Committee**

We have some open questions which will be addressed by the ED. The EC discussed the need for a legal counsel for the school. We had committee updates in this meeting as well.

**B. Board Development & Governance**

We have a proposal to amend the bylaws to add people to board committees. This would allow them to come in for a one year period of time and limits it to 2 people per committee so they outweigh actual board members on the committee. They can sit for one year or less and then the board can vote to add them to the board proper.

We developed a job description for potential trustees. We want more people on the board by March. Victoria Cerullo resigned. This is a critical time to recruit trustees and we will email job spec to the board proper.

**C. Finance Committee**

The Finance Committee did not formally meet but had discussion surrounding the Walton Funds so there is no December report.

**D. Academic Committee**

Meeting being set up on a Tuesday to meet at Leap Academy. We have two main objectives - the Dashboard to be more informative and to address behavior management. We are looking at Pax, staff certifications, training for the staff and at our school to see what can be offered and report back to the board at the February meeting.

**III. Executive Director**

**A. Report**

Susan Briggs was recommended as a potential legal counsel for the board. Her firm is NYC based and has a charter specialty. The ED will reach out and include L.Gyimesi.

Enrollment - we are using SchoolMint for our application and aggregating data around applicants. Then we will decide if we want to take them on to run the lottery. We will not be using the weighted lottery generator.

Admissions - got feedback from NYSED at the end of December. The State was okay with student grade modifications. They had an issue with preferences and specifically the use of a neuropsych. Conclusion - we will use language in the DSM and in the PLOP as a preference.

We received language and the application was completed and translated into Spanish along with the admissions policy. We are putting the language on our website and families can apply as of Jan 9th.

We have a campaign and recruitment calendar and ED will invite the board. We will use social media and target website blasting. We are doing a Van Guard mailing again. We had analysis done and deciding if doing current 3rd graders. We are speaking to parents and second parent survey had 96% of families participation with 68/86 citing joy and learning. We put testimonials from families on the recruiting materials. We've invited families to all recruitment events. Dan from the website company is helping us with material design.

**B. Dashboard**

No updated dashboard until next meeting.

**C. Monthly Financials**

Moved \$250K from Signature to Northfield. Josh didn't want to do CD account at Chase. Signature Savings is insured and getting interest. \$75K in Signature from Walton is segregated. Need to look at interest rates. Josh will be here on 1/16. We will share December financials with finance committee.

#### **IV. Votes**

##### **A. Bylaws**

L. Gyimesi made a motion to amend our bylaws by adding section H(2) Advisory Committee Members to the bylaws.

F. Santarpia seconded the motion.

We discussed language of the proposal The board **VOTED** to approve the motion.

#### **V. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:36 PM.

Respectfully Submitted,  
L. Timoney

APPROVED



## Bridge Preparatory Charter School

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday February 12, 2020 at 7:00 PM

**Location**

715 Ocean Terrace, Staten Island, NY 10301

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**Trustees Present**

F. Santarpia (remote), G. Winn (remote), L. Gyimesi (remote), L. Timoney, M. Casale, R. Kerr

**Trustees Absent**

A. Margolis, V. Cerullo

**Trustees Arrived Late**

M. Casale

**Guests Present**

Alayna Quattrocchi, Francesca DiCanio, T. Castanza

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**I. Opening Items****A. Call the Meeting to Order**

L. Timoney called a meeting of the board of trustees of Bridge Preparatory Charter School to order on Wednesday Feb 12, 2020 @ 7:01 PM at 715 Ocean Terrace, Staten Island, NY 10301.

**B. Record Attendance and Guests****C. Approve Minutes**

We will vote and approve January minutes in the March board meeting

**D. Welcome**

## II. Committee Updates

### A. Executive Committee

Executive Committee had a discussion regarding retaining outside legal counsel for the school. L. Gyimesi advises we retain this lawyer, pay a \$5K retainer and hours will be posted against the retainer as they are used. This does not require a board vote and will be incorporated in the budget. The EC will set up a protocol and procedures on contacting counsel regarding school or board issues.

### B. Board Development & Governance

L. Gyimesi has been outreaching potential candidates and they may be invited to the March or April board meeting. L. Timoney will follow up with parent board member and provide a full in March.

### C. Finance Committee

We had a finance meeting and the only outstanding item was the mentor consultant.

### D. Academic Committee

M. Casale arrived late.

The Academic Committee met with two goals - the first was to reframe the dashboard to be more informative and get input from the board and the other goal was to discuss interventions at the school. The Academic Committee will meet again March 5th and present again at the March 11th board meeting. Behavior and Crisis Intervention report will be forthcoming or shared at the March board meeting. Any changes in the dashboard you want to see - send emails to Rose and Tim.

## III. Executive Director

### A. Report

T. Castanza commended the school team. There have been 0 suspensions in the past two months and a reduction in school level incidents.

**Enrollment** - As of January 6th when enrollment started there are 52 new seats available; (24)1st grade seats (20) 2nd grade seats and (8) 3rd grade seats. To date, we have received 42 applications across all grades. 1st grade 11/24, 2nd grade 12/20 and 3rd grade at 20/8. For 3rd grade, 17/20 have dyslexia and 10 are from outside of State Island. These numbers assume 100% articulation and there may be more actual seats in 2nd and 3rd grades.

A Vanguard mailing is set to go out the last week of February for students rising to 2nd grade only. We want to be targeted with 1st grade recruitment. Mall advertising is in place for the entire month of March consisting of (5) six foot stands. In addition we are gearing up social media with targeted online ads and a video testimonial from parents. This testimonial is also going on the website with student profiles.

**School happenings:** Wall Street Journal called and wants to come to the school tomorrow which is also the 100th day of school. We are talking about what we have done so far. The Family Association has already raised \$3K.

**Board remarks:** The board asked for weekly reports from T. Castanza and wants to know what is being done to educate parents of Kindergartens and teachers to help screen.

### B. Dashboard

Dashboard - we will review by category topics and importantly, these are the areas NYSED looks at.

**Enrollment** - 3 times per year - Sept, Jan and April.

**Discharge** - monthly analysis.

**Subgroup Analysis** - 3 times per year with enrollment.

**Special Ed Snapshot** - monthly. It will change monthly as IEP meetings happen. There are two students left in 12:1 and we are fully in compliance. DSI is monitoring compliance.

**Student Attendance** - monthly and we will track trends. Attendance is a reportable measure at the end of each year. Our charter states 93% overall attendance. Generally that percentage is higher in D31 because higher grades drive the numbers up.

**Teacher Attendance** - to mirror student attendance. Next meeting we will spend time getting this to a better method of reporting. We should be surveying teachers as part of retention plan. There will be two months worth of information on this report so we can analyze other possible school trends. For example, what does teacher and student attendance tell us about the length of the school day?

All data is used to inform school improvement.

**Suspensions** - monthly.

**NWEA Map Assessment** - reading and math - assessed 3 times per year. First column is Rate of Growth and Second column is % of Students who Make Growth. Readiness to meet state standards and is nationally normed. This is the measure the state will assess in terms of rate of growth. Our charter states students with us for two years will show 75% growth between BOY and EOY assessment. We have seen tremendous growth as measured by MAP. We need a better top line explanation of this.

**OG** - 3 times per year. It will show Percentage of Growth in Decoding Assessment, readiness to read focus, letter sound, phonemic awareness, letter awareness, etc. Decoding is a good measure of reading readiness and they are cracking the code. Next report will be in May.

**HMH** - monthly progress based on the standards. This will be on March dashboard.

#### **C. Monthly Financials**

No comments or questions on monthly financials.

#### **IV. Other Business**

##### **A. Mentor Consultant**

The consultant agreement will be finalized for 66 total hours for the remainder of the school year.

#### **V. Closing Items**

##### **A. Adjourn Meeting**

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:08 PM.

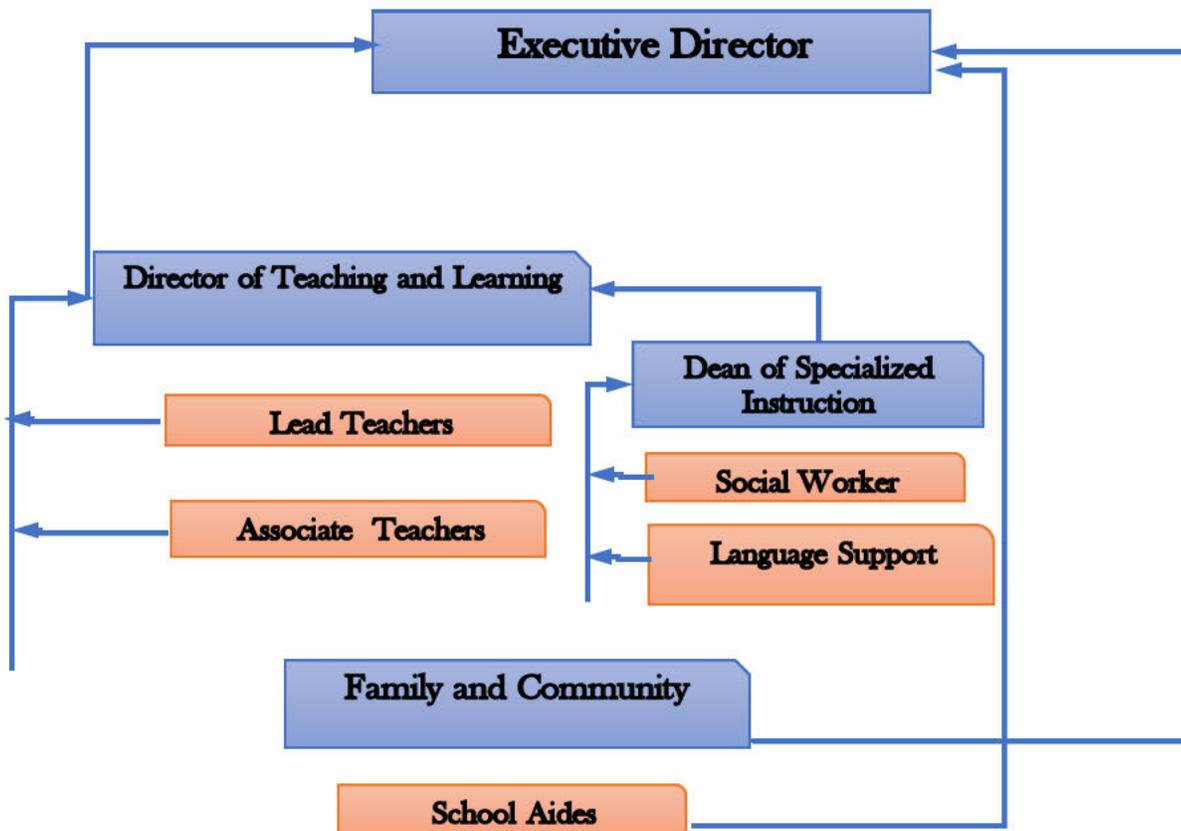
Respectfully Submitted,  
L. Timoney

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#### **Documents used during the meeting**

- BP Dashboard January 2020 (feb BOT).docx
- BPCS\_January 2020 Financials updated.pdf

Bridge Prep Charter School Organizational Chart 2019-2020











*“Connecting Students to Literacy”*

## **2020-2021 School Year Calendar**

### **September -15 days**

8 - Back to School Night  
9 - First Virtual Day of School  
22 - In-Person Instruction Begins  
28 - Yom Kippur (School Closed)

### **October-21 days**

12 - Columbus Day (School Closed)

### **November- 18 days (19 with Sat School)**

3 - Election Day (Virtual Instruction for all students)  
7 - Connect Saturday (Virtual)  
11 - Veteran’s Day (School Closed)  
26-27 - Thanksgiving Break (School Closed)

### **December-17 days**

11 - First Trimester Ends  
14 & 16 - Family Teacher Conferences  
22& 23 - Virtual Instruction for all students  
24-Jan 1 - Winter Break (School Closed)

### **January -19 days**

4 - School Resumes  
18 - MLK Jr. Day (School Closed)

### **February - 15 days**

12 - Lunar New Year (All Virtual Instruction)  
15-19 - Mid-Winter Break (School Closed)  
22 - School Resumes

### **March- 20 days (21 wit saturday school)**

6 - Connect Saturday (ACR)  
19 - Second Trimester Ends  
22 & 24 - Family Teacher Conferences  
29-April 2 - Spring Break (School Closed)

### **April -19 days**

1, 2 - Spring Break (School Closed)  
5 - School Resumes  
19-26 - NYS Grade 3 ELA Exam Window  
26 - Staff Development (Students Off)

### **May-19 days**

3-10 - NYS Grade 3 Math Exam Window  
13 - Eid-al-Fitr (School Closed)  
31 - Memorial Day (School Closed)

### **June 18 days (19 days with Saturday School)**

5 - Bridge Prep Celebration Saturday (In-Person)  
18 - Third Trimester Ends  
21 & 23 - Family Teacher Conferences  
24 - Last Day of School for Students  
25- Staff End of Year Meeting

**Total school days: 181**

**Total school days with Saturday School: 184**